

webpost

*a professional online mailing
service that makes business
mail cheaper & more efficient*

“ctrl P” to post!



Who we are

webpost is the revolutionary new service from FP Mailing, the company who brings you franking machines, postage meters, postage scales, folding machines and folder inserters for low to high volume mail handling.

FP Mailing brings you 350 years of combined experience in the mailing market and has coupled this with our own revolutionary software to deliver **webpost**.

“ctrl P” to post!

What is webpost

webpost is a professional online mailing service that makes your business mail cheaper and more efficient.

You can access the service by simply downloading the printer driver, then top up your account and you are ready to **webpost**.

You can post directly from any Microsoft application, simply by selecting the **webpost** driver as your printer. The print file is securely transmitted to us electronically. We then print, fold, insert and post your mailing, handing over to the Royal Mail for the ‘final mile’ delivery.





We print, fold, insert, collect, sort and transport to Royal Mail for final mile delivery



***So much better than conventional mail -
easier, greener and more efficient***

With conventional mail you have to print, fold, insert and frank. The Royal Mail then sorts and drags thousands of letters, invoices and mailpieces for hundreds of miles to an Inward Mail Centre for 'final mile' delivery.

With **webpost** your carbon footprint is reduced because we electronically sort your mail and print next to the nearest Royal Mail Inward Mail Centre and simply drop it in for 'final mile' delivery.

***Same postman, same
Royal Mail service!***



How it works

Simply install the **webpost** driver, press “ctrl P” and **webpost** sends your mail to be printed in colour or black and white with your logo, to one of our centres for printing, folding, inserting and drop to Royal Mail for ‘final mile delivery’!

webpost is brilliant for invoices, letters, mailings, with or without inserts, plus, you can also have multiple pages - webpost represents the next generation in mailing technology!



Technical information

To use the **webpost** virtual printer driver you need a PC running Windows 2000 or later. Your computer must have at least 512 MB (RAM).

You must be connected to the internet over a connection that allows outgoing traffic over Ports 80 (http) and 20/21 (FTP).

We recommend, for the optimal use of the virtual printer driver a computer with current hardware and 1 GB memory. As an operating system, we recommend Windows Xp or Vista (32 bits) using MS Office programmes (2003 or 2007).



Frequently Asked Questions

Who delivers my post?

All mail items are handed over to the Royal Mail for final delivery.

What quality of paper do you use?

webpost uses 80gsm paper and C5 window envelopes

Can I add an insert with my letter?

Yes, additional inserts, as long as they are pdf files, can be added to your document.

Can I send multiple pages?

Yes, we will recognise multiple pages and put them in the same envelope.

How will I save money?

You will save the need for printing, paper, envelopes and inserting (whether by machine or manually) into envelopes. Finally, you will save time on franking your post.

Can I sign my letters?

Yes, a scanned image of your signature can be added to your letter.

Do you store my letterheads?

No, we produce a copy of your letterhead (in colour if necessary) using our high quality production printers.

How is webpost green?

By printing close to the Royal Mail Inward Mail Centre we save the need for collection of your mail and transportation through the Royal Mail trunk network for sorting and delivery. Studies show that your carbon footprint will reduce by up to 80%

How do I know my mail has been posted?

The dispatch manager will give confirmation, and you will receive email confirmation as well.

What happens to undeliverable items?

Undeliverable items will be returned to our return address. We will then notify you.

Can I check letters before they are sent?

Yes, the dispatch manager interface will allow you to view all items before finally sending them, if you wish.

How do I pay for webpost?

Just like topping up your franking machine, you will top up your Teleset account, typically by Direct Debit when your account reaches a pre-set threshold.

www.webpost.co.uk

