

**Reference Number:** FOI202425/062  
**From:** Commercial  
**Date:** 08 May 2024  
**Subject:** Trust's Postage Services

Q1 How many 2nd Class Letters were franked in your post room(s) in the last 12 months at each of your sites?

A1 [Information not held – The Trust does not keep separate records for 1st & 2nd Class. Total letters - 304,706](#)

Q2 What franking tariff are the franking machines using (Royal Mail Standard Franking, Royal Mail Mailmark?)

A2 [Royal Mail Mailmark](#)

Q3 What is the name of the person responsible for the Trust's postage budget/costs

A3 [Sharon Hindley, Head of Facilities](#)