

Rates outgoing deliveries

Electronic registered delivery	Excl. VAT	Incl. VAT
Electronic registered delivery collected by the addressee – BASIC subscription	1,98 €	2,40 €
Electronic registered delivery collected by the addressee – PRO subscription	1,50 €	1,81 €

Hybrid registered delivery	Excl. VAT	Incl. VAT
Postage rate - national registered mail normalized	8,93 €	8,93 €
Postage rate - national registered mail not normalized (large envelope of 9 - 17 sheets of paper)	11,14 €	11,14 €
Postage rate - national registered mail not normalized (large envelope of 18 - 67 sheets of paper)	13,35 €	13,35 €
Postage rate - international (Europe) registered mail normalized	9,45 €	9,45 €
Postage rate - international (Europe) registered mail not normalized (large envelope of 9 - 17 sheets of paper)	15,03 €	15,03 €
Postage rate - international (Europe) registered mail not normalized (large envelope of 18 - 67 sheets of paper)	20,57 €	20,57 €
Postage rate - international (rest of the world) registered mail normalized	9,71 €	9,71 €
Postage rate - international (rest of the world) registered mail not normalized (large envelope of 9 - 17 sheets of paper)	15,69 €	15,69 €
Postage rate - international (rest of the world) registered mail not normalized (large envelope of 18 - 67 sheets of paper)	21,67 €	21,67 €
Postage rate - AR Card	1,54 €	1,54 €
Handling fee (printing, enveloping, submittal at bpost) – BASIC subscription	0,99 €	1,20 €
Handling fee (printing, enveloping, submittal at bpost) – PRO subscription	0,69 €	0,84 €
Supplement handling fee large envelope	0,22 €	0,27 €
Supplement handling international registered delivery	0,15 €	0,18 €
One sheet of paper printed recto/verso included, supplement per additional sheet	0,10 €	0,12 €
Supplement handling fee AR Card	0,62 €	0,75 €

Postage rates at 0% VAT (Article 28, 5 VAT Code)

Regular letter post	Excl. VAT	Incl. VAT
Postage rate - national mail PRIOR small (till 8 sheets)	2,21 €	2,21 €
Postage rate - national mail PRIOR large (large envelope 9 – 18 sheets of paper)	4,42 €	4,42 €
Postage rate - national mail PRIOR large (large envelope 19 – 67 sheets of paper)	6,63 €	6,63 €
Postage rate - national mail NON PRIOR small (till 8 sheets)	1,30 €	1,30 €
Postage rate - national mail NON PRIOR large (large envelope 9 – 18 sheets of paper)	2,60 €	2,60 €
Postage rate - national mail NON PRIOR large (large envelope 19 – 67 sheets of paper)	3,90 €	3,90 €
Postage rate - international mail EUROPE PRIOR small (till 8 sheets)	2,77 €	2,77 €
Postage rate - international mail EUROPE PRIOR large (large envelope 9 – 18 sheets of paper)	8,31 €	8,31 €
Postage rate - international mail EUROPE PRIOR large (large envelope 19 – 67 sheets of paper)	13,85 €	13,85 €
Postage rate - international mail EUROPE NON PRIOR small (till 8 sheets)	2,67 €	2,67 €
Postage rate - international mail EUROPE NON PRIOR large (large envelope 9 – 18 sheets of paper)	8,01 €	8,01 €
Postage rate - international mail EUROPE NON PRIOR large (large envelope 19 – 67 sheets of paper)	13,35 €	13,35 €
Postage rate - international mail WORLD PRIOR small (till 8 sheets)	2,99 €	2,99 €
Postage rate - international mail WORLD PRIOR large (large envelope 9 – 18 sheets of paper)	8,97 €	8,97 €
Postage rate - international mail WORLD PRIOR large (large envelope 19 – 67 sheets of paper)	14,95 €	14,95 €
Postage rate - international mail WORLD NON PRIOR small (till 8 sheets)	2,84 €	2,84 €
Postage rate - international mail WORLD NON PRIOR large (large envelope 9 – 18 sheets of paper)	8,52 €	8,52 €
Postage rate - international mail WORLD NON PRIOR large (large envelope 19 – 67 sheets of paper)	14,20 €	14,20 €
Handling fee (printing, enveloping, deposit at bpost)	0,30 €	0,36 €
Supplement handling fee large envelope	0,05 €	0,06 €
One sheet of paper printed recto/verso included, supplement per additional sheet	0,10 €	0,12 €

Postage rates at 0% VAT (Article 28, 5 VAT Code)

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Document distribution by e-mail	Excl. VAT	Incl. VAT
Standard e-mail	0,15 €	0,18 €
Secured e-mail (with SMS code)	0,25 €	0,30 €

PEPPOL	Excl. VAT	Incl. VAT
Price on request		

Rates incoming mail processing (Digital Mailroom)

Incoming mail processing module on DigiConnect	Excl. VAT	Incl. VAT
Monthly subscription incl. 2 mailroom administrators, 25 mailroom users and 10 GB storage space	250,00 €	302,50 €
Rate per extra mailroom administrator ¹ per month	20,00 €	24,20 €
Rate per mailroom user ² per month	5,00 €	6,05 €
Additional storage capacity per 10 GB drive per month	10,00 €	12,10 €

¹ A mailroom administrator has the functionality to scan, import, index and route mail, as well as manage document types, metadata and departments

² A mailroom user is a user who can consult mail assigned to him/her on the DigiConnect platform in his/her personal mailbox

OCR recognition	Excl. VAT	Incl. VAT
Per page	0,03 €	0,04 €

Document sealing and timestamping	Excl. VAT	Incl. VAT
Per document	0,09 €	0,11 €