

APPENDIX 2.1
(referred to in paragraph 2.4)

List prices of main models available, April 1985

1. Table 1 indicates the range of models available, their main features, and the list prices in April 1985. Different models have, however, other different features—for example, the size of envelope that can be handled and the facilities of the meter; other models are available incorporating optional features. Only list prices are quoted—as discussed in paragraphs 2.40 to 2.45, the level of discounts and the cost of financing facilities permitted by the supplying companies vary. As an indication of the relative capacity of different models, the table quotes the average daily throughput suggested by HMSO in its guidance to Government departments. For illustration the table also compares for each machine the cost over a five-year period of purchase, meter rental (where appropriate) and contract maintenance at current list prices; no allowance is made for the timing of these payments. Some suppliers have introduced additional models since April 1985.

2. Table 2 sets out the classification of postal franking machines in use into 'small' and 'medium to large' as suggested to us by the Post Office and amended to include machines subsequently introduced to the market.

TABLE 1 List prices and maintenance charges, April 1985

		Facilities						Cost			
Manufacturer	Model	Value range	Automatic envelope feed	Automatic labeller	Envelope sealer	Electronic meter	Average daily throughput (1)	List price £	Meter rental (2) £	Annual maintenance (3) £	Five-year cost (4) £
Small machines											
Hasler	F1101	1p - £9.99p	No	No	*	No	Up to 300	599	—	48	791
Roneo Alcatel	2205R	1p - 99p	No	No	No	No	n/a	440	—	54.3	698
	EFM7	1p - £9.99p	No	No	No	Yes	Up to 300	745	—	68.22	1,069
Pitney Bowes	6320	1p - 99p	No	No	No	No	Up to 300	419	—	49.75	655
	6330	1p - £9.99p	No	No	No	No	Up to 300	719	—	49.75	955
Medium and large machines											
Francotyp-Postalia	Postalia standard	1p - £9.99p	No	No	*	No	n/a	1,095	—	80	1,413
	Postalia Electronic	1p - £9.99	No	No	*	No	n/a	1,525	—	100	1,925
	Postalia Electronic 802	1p - £9.99p	Yes	*	Yes	No	n/a	2,495	—	165	3,155
	A9100	1p - £9.99p	*	No	No	No	Up to 1,000	2,370	—	130	2,890
	A9100/AZ9050	1p - £9.99p	Yes	Yes	Yes	No	Over 1,000	3,295	—	165	3,955
Frama	100	1p - £9.99p	*	*	*	Yes	Up to 500	895(5)	—	75	1,232
	100LFB5	1p - £9.99p	Yes	Yes	*	Yes	Over 1,000	2,195(5)	—	175	2,982
Hasler	F1202	1p - £9.99p	No	No	*	No	Up to 500	830	—	83	1,162
	F1204R	1p - £9.99p	No	Yes	No	No	Up to 1,000	1,420	—	103	1,832
	F1204B	1p - £9.99p	*	Yes	*	No	Up to 1,000	1,825	—	122	2,313
	F1305B	1p - £9.99p	*	Yes	*	Yes	Up to 1,000	2,750	—	128	3,262
	F1204AS	1p - £9.99p	Yes	Yes	Yes	No	Over 1,000	3,015	—	148	3,607
	F1307B	1p - £9.99p	*	Yes	*	Yes	Up to 1,000	3,220	—	144	3,796
	F1305AS	1p - £9.99p	Yes	Yes	Yes	Yes	Over 1,000	3,940	—	168	4,612
	F1307AS	1p - £9.99p	Yes	Yes	Yes	Yes	Over 1,000	4,410	—	184	5,146
Pitney Bowes	5525	1p - £9.99p	No	No	Yes	*	Up to 350	874	202 pa	66.5	2,199
	5470	1p - £9.99p	No	Yes	Yes	*	Up to 500	1,729	202 pa	80.1	3,119
	5675	1p - £9.99p	Yes	No	Yes	*	Up to 1,000	2,343	202 pa	97.85	3,818
	5610	1p - £9.99p	Yes	Yes	Yes	*	Over 1,000	3,650	202 pa	159.15	5,416
	6100	1p - £9.99p	Yes	Yes	Yes	*	Over 1,000	5,480	202 pa	303.2	7,930
Roneo Alcatel	7505	1p - £9.99p	No	Yes	*	Yes	Up to 500	1,355	—	126.53	1,956
	7505S	1p - £9.99p	*	*	Yes	Yes	Up to 1,000	1,795	—	167.82	2,592
	7505SA	1p - £9.99p	Yes	*	Yes	Yes	Over 1,000	2,295	—	217.59	3,329

(1) As suggested by HMSO in guidance to Government departments.

(2) Rental of the Pitney Bowes 5342A meter. The RMRS meter costs £233 per annum; and an electronic meter with a value range of up to £99.99 costs £378 per annum.

(3) Maintenance contract of meter (where not rented) and base.

(4) Assuming warranty period of 12 months in the case of Francotyp and Hasler; 6 months Frama; 3 months Pitney Bowes and Roneo Alcatel.

(5) Autodate facility additional £200.

*Optional

TABLE 2 Classification of postal franking machines in use suggested to MMC by the Post Office

<i>Supplier</i>	<i>Small</i>	<i>Medium to large</i>
Pitney Bowes	Automax Simplex 6333A 6342A	5333A 5342A 6500 RMRS R series
Roneo Alcatel	105 105-2 205 305 2205 2205R 9222 PM4 EFM7	405 505 605 7505
Hasler	F66 F1101	F88 F1200 F1300
Scriptomatic		Frama 100 Frama 100 LFB5
Envopak	MS5	A9100 AZ9050 Postalia Standard Postalia Electronic Postalia Electronic 802

Source: The Post Office.

APPENDIX 2.2
(referred to in paragraph 2.18)

Pitney Bowes' Remote Meter Resetting System

1. Pitney Bowes' Remote Meter Resetting System (RMRS) enables users to set postage credit into RMRS meters by means of a telephone call to Pitney Bowes PLC's Data Centre at Harlow rather than taking the meter to the post office in order to have credit entered. The system was developed by Pitney Bowes Inc in the United States of America where it was first introduced in 1979 after extensive testing. It was subsequently introduced in Canada and in 1982 in the United Kingdom.

2. Users maintain an advance deposit in a trust account held in the name of Barclays Bank Trust Company Ltd and when they wish to recredit their meters telephone the Data Centre. Resetting is achieved by means of an exchange of data. The user enters the account and meter number and register readings into the computer system by means of a touch-tone data pad connected to the telephone. After a verification exercise and provided that the user has sufficient funds on deposit to meet the increment, a computer controlled voice response system provides the user with an exclusive resetting number which is changed for every transaction. Entering the resetting number into the meter's keyboard releases a combination lock and allows the user to insert the increment of credit by rotating a dial on the meter. After the transaction the increment of credit is debited from the user's account and the monies are transferred to the Post Office.

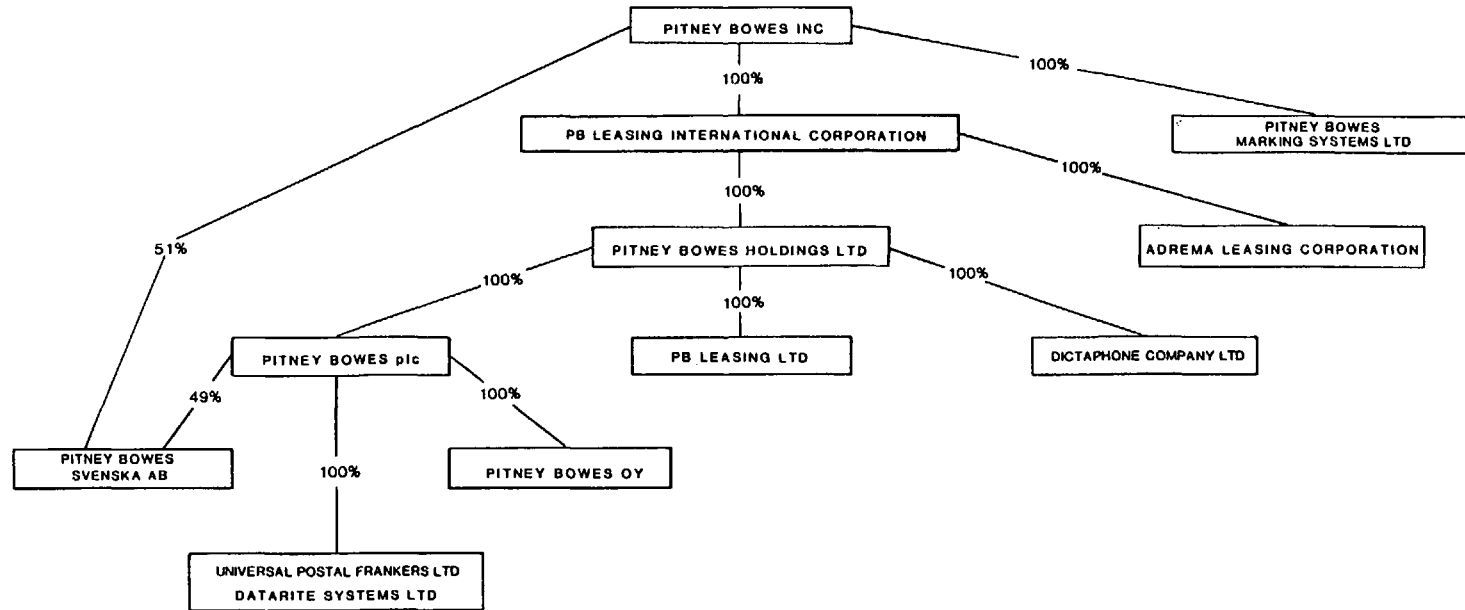
3. Pitney Bowes PLC currently markets three RMRS meters, the 5325, 5351 and 5387 models. These meters differ in the size of the increment of credit which is set by the use of each code. This is £200 for the 5325 meter, £600 for the 5387 meter and £2,000 for the 5351 meter. All three meters can, however, be used with any one of five Pitney Bowes' mailing bases ranging from medium to high capacity.

Location of sales and service depots



APPENDIX 3.1
(referred to in paragraph 3.4)

Pitney Bowes Group: corporate structure
(so far as relevant to the UK)



APPENDIX 3.2
(referred to in paragraph 3.56)

Basis of allocation of costs and profits of Pitney Bowes PLC

The basis used to allocate profits and capital employed between reference and non-reference activities was as follows:

(a) *Profit and loss accounts*

The detailed profit and loss accounts which were used for the purposes of allocation comprised four groups of figures: 'Revenue' from which was deducted 'Cost of Sales and Rentals' to produce a Gross Profit. 'Operating Expenses' were deducted from Gross Profit to produce Trading Profit which was subsequently adjusted by 'Profit Sharing and other Income/Expenses' to produce Profits before Interest and Taxation. The various methods of allocation used for the four groups of figures are set out below:

(i) *Revenue*

All revenue was identifiable with particular activities and was consequently allocated directly.

(ii) *Cost of sales and rentals*

Most of the costs under this heading were identifiable with activities (94.7 per cent in 1984) and were allocated directly.

(iii) *Operating expenses*

These expenses were sub-divided into three sub-groups:

A Selling and marketing

B Service

C Financial, administration and general

A. Selling and marketing expenses

These costs were firstly allocated directly between domestic and export operations. Those costs relating to the domestic market (81.7 per cent in 1984) were then allocated between reference and non-reference activities according to relative revenues.

B. Service costs

All service costs were allocated on a direct basis.

C. Financial, administrative and general expenses

A small proportion of these costs (9.2 per cent in 1984) were capable of direct allocation, the balance was first identified by function and distributed according to revenue or cost of sales attributable to the benefiting activities.

(iv) *Profit sharing and other income/expenses*

These items which represent a relatively small proportion of total costs (0.5 per cent in 1984) were allocated, in the case of profit sharing and at the company's insistence, according to relative profits and losses, and in the case of other income/expenses according to relative revenues.

(b) *Capital employed*

The assets and liabilities comprising capital employed were allocated according to the bases most appropriate to their nature which are summarised below:

(i) *Debtors*

Trade debtors were allocated in proportion to appropriate market revenue. Debts due from affiliated companies and sundry debtors were first split according to relative export and domestic revenues; the domestic proportion being subsequently allocated according to relative domestic market revenues. Other current assets were allocated in proportion to total revenue.

(ii) *Stocks*

Raw materials and work-in-progress were allocated in proportion to costs of production. Supplies and service parts were distributed according to the cost of sales of appropriate product groups and finished products were allocated directly to product groups.

(iii) *Fixed assets*

Fixed assets used for manufacturing were allocated according to relative costs of production. Office buildings, plant and fixtures and fittings were divided in proportion to total revenues (excluding revenue from an exceptional operation relating to group warehousing needs throughout Europe). Those fixed assets which could be identified as being used exclusively for non-reference purposes were allocated directly to non-reference activities.

(iv) *Liabilities*

Trade creditors were allocated in proportion to total costs. Debts due to affiliated companies were split between domestic and export and the domestic portion divided according to relative domestic revenues excluding leasing. Commission due was allocated in proportion to domestic revenue. Taxes, group relief due within one year and accrued expenses were all allocated in proportion to relative total revenues (excluding the European warehousing operation). Income received in advance relating to rental and service contracts was identifiable with specific products and thus allocated directly.

APPENDIX 3.3
(referred to in paragraph 3.59)

Pitney Bowes PLC (and subsidiaries): summary of source and application of funds

	1979	1980	1981	1982	1983	£'000 1984
<i>Sources</i>						
Operations	4,530	5,849	6,909	5,775	7,222	7,470
Capital issues/group loan investments	(792)	774	—	(184)	(432)	(264)
Other sources	12	27	23	47	37	10
	<u>3,750</u>	<u>6,650</u>	<u>6,932</u>	<u>5,638</u>	<u>6,827</u>	<u>7,216</u>
<i>Applications</i>						
Fixed assets (including rental assets)	(1,750)	(1,727)	(1,686)	(1,875)	(2,349)	(3,322)
Tax	17	(750)	(1,270)	(1,371)	(2,001)	(1,643)
Dividends	—	—	—	—	—	—
Working capital movements	9	(1,569)	(263)	(1,304)	(993)	(7,919)*
Other applications	—	(100)	(189)	—	—	—
	<u>(1,724)</u>	<u>(4,146)</u>	<u>(3,408)</u>	<u>(4,550)</u>	<u>(5,343)</u>	<u>(12,884)</u>
Movement in liquid funds	2,026	2,504	3,524	1,088	1,484	(5,668)

Source: Pitney Bowes PLC.

*Included in working capital movements in 1984 is an increase in amounts due from group companies of £5,629,000.

APPENDIX 3.4
(referred to in paragraph 3.61)

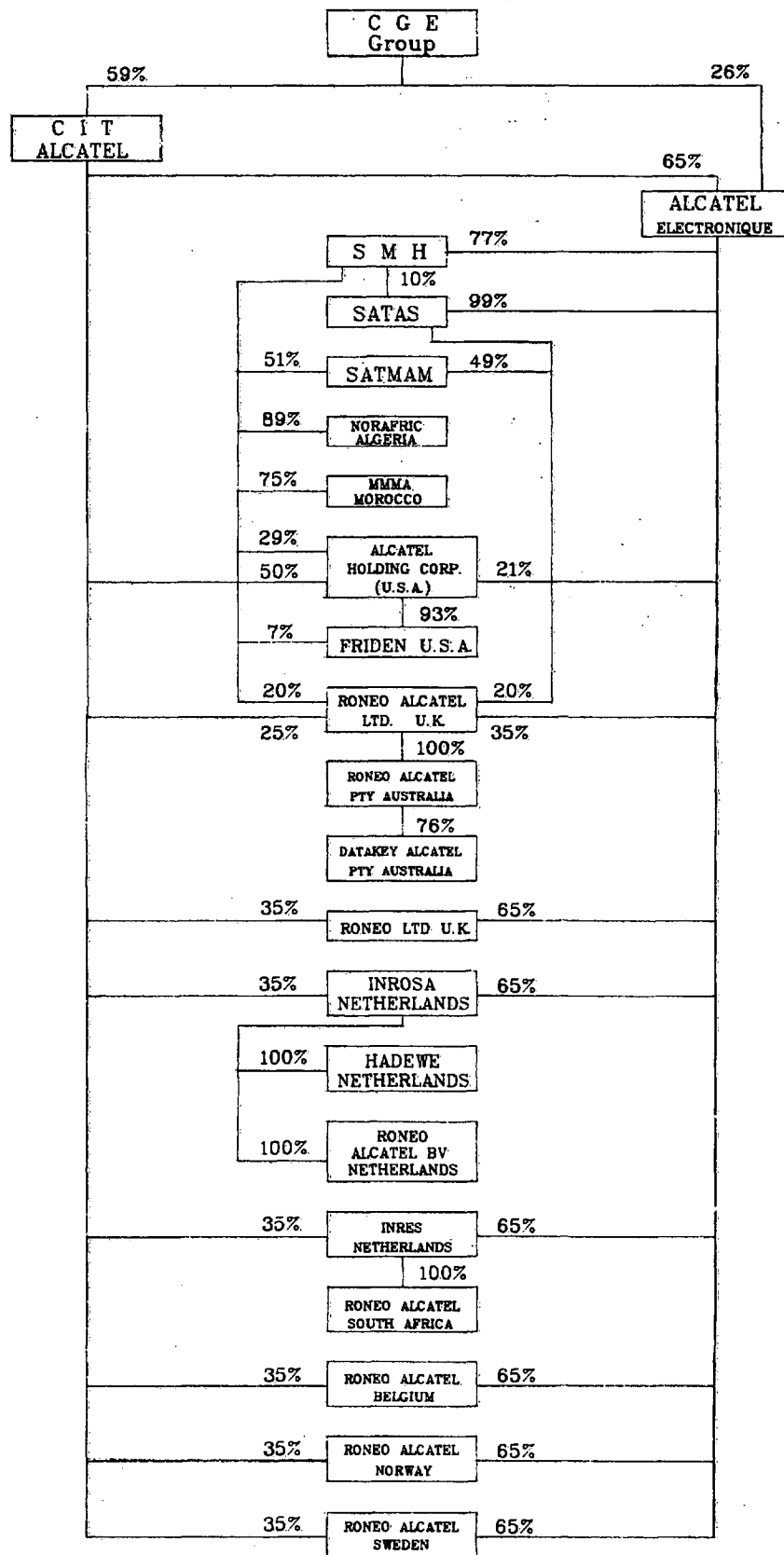
**PB Leasing Ltd: indicative summary for postal franking
machines of profits and returns on capital employed**

<i>Historical cost basis</i>	<i>1979</i>	<i>1980</i>	<i>1981</i>	<i>1982</i>	<i>1983</i>	<i>1984</i>
Operating profit before interest and taxation (£'000)	539	1,529	2,169	2,425	2,875	3,340
Average capital employed (£'000)	4,539	7,738	9,901	11,094	13,576	18,633
Return on capital employed (%)	11.9	19.8	21.9	21.9	21.2	17.9

Source: Pitney Bowes PLC.

APPENDIX 4.1
(referred to in paragraph 4.4)

International structure of CIT Alcatel's office equipment group



Source: Roneo, Alcatel.

APPENDIX 4.2
(referred to in paragraph 4.37)

Roneo Alcatel Ltd: summary of source and application of funds

	<i>15 months to 30.9.81</i>	<i>15 months to 31.12.82</i>	<i>Year to 31.12.83</i>	<i>£'000 Year to 31.12.84</i>
Source				
Share capital contributed	6,000	3,000	—	—
Group loans	4,044	668	5,100	1,650
Other loans	10,000	—	—	—
Sales of fixed assets	74	105	74	425
	<u>20,118</u>	<u>3,773</u>	<u>5,174</u>	<u>2,075</u>
Applications:				
Purchase of business from Roneo Vickers Ltd	(15,718)	—	—	—
Funds used by ordinary activities	475	(684)	(1,899)	(1,316)
Purchase of fixed assets	(817)	(1,680)	(1,456)	(908)
Working capital movements	(2,758)	(8,506)	2,655	2,278
	<u>(18,818)</u>	<u>(10,870)</u>	<u>(700)</u>	<u>54</u>
Movement in liquid funds	1,300	(7,097)	4,474	2,129

Source: Roneo Alcatel Ltd Annual Reports and Accounts.

APPENDIX 6.1
(referred to in paragraph 6.30)

Maintenance requirements of some overseas postal administrations

<i>Country</i>	<i>Maintenance requirements</i>
Australia	1 visit per year
Canada	Call-out maintenance as and when required
France	No standard maintenance. Maintenance is left to the discretion of the supplier
Germany	No standard maintenance
Holland	2 visits per year
Sweden	1 visit every 2 years
USA	2 visits per year

Source: The Post Office.

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