

# Postage Meters

Mail preparation made easy



# Postage Meters

Helping you with the mail

- Get a postage meter and access postage anytime.
- Calculate rates, print advertising messages.
- Access to business discounts.

## Postage meters are the latest version of franking machines

Like franking machines, postage meters print a postage impression on your mail. Postage meters are more convenient because you can download postage via a modem whenever you need it.

The features and benefits of postage meters make preparing your mail easy.

## Features to benefit your business

Postage meters have many practical features to benefit your business. Some of these include:

- **professional presentation** with a slogan block, allowing you to print an advertising message or company logo
- **cost control** through in-built expenditure tracking
- **easy postage rate calculation** with scales available that can automatically calculate the correct rate of postage
- **security** through password protection options
- **time saving** – some postage meters can process up to 100 letters per minute
- **postage savings** with a 2.5 per cent rebate on every postage meter reset<sup>1</sup>, and access to the Metered/Imprint rates – a mail category that provides a moderate discount for full rate domestic letters paid for by a postage meter or on an Australia Post Business Credit Account
- **access to business discounts** for PreSort, Print Post, Clean Mail and Charity Mail services using a postage meter<sup>2</sup>
- **convenient** street posting box lodgement of up to 300 metered articles per day.

As an additional benefit for approved Australia Post Business Credit Account (charge account) customers, payment of resets can be made through a business credit account.<sup>3</sup>



- Look professional
- Save time
- Manage your postage costs



## Frequently asked questions

### Q What postal services can be used with a postage meter?

A You can access letter and parcel services as well as International mail. If you are sending at least 300 articles at a time, you can also use a postage meter for a *Clean Mail*, *Impact Mail*, *Print Post* or *Presort Letters* mail out – provided you follow the additional article preparation and lodgement documentation requirements. Clear and detailed *Service Guides* are available on request, or from our website, for each of the bulk mail services.

### Q What will it cost?

A Basic model postage meters are available for lease from around \$10 a week. The price will depend on the printing speed and whether the machine is equipped with extra features such as weighing scales or envelope feeding devices. Ask your meter supplier about the cost of:

- lease payments versus outright purchase
- a service agreement (ask what it covers)
- fees for downloading postage value to the meter (resets)
- unlocking the meter if it hasn't been reset within a period
- Australia Post rate changes, or version updates to the meter
- ink, labels and any other consumables.

### Q Can I pay for postage resets using my Australia Post Business Credit Account?

A Australia Post suggests this, so check with your meter supplier. To obtain an application form call 13 11 18 or visit [auspost.com.au](http://auspost.com.au)

Please note these conditions:

- 1 The rebate is automatically received at the time of billing for the reset. The rebate does not apply to any fees a postage meter supplier may charge for processing the reset.
- 2 Minimum lodgement volumes and service conditions apply. For full details, please ask your postal manager or call 13 11 18.
- 3 Terms and conditions, including minimum monthly transactions and credit limits, apply to the operation, establishment and use of an Australia Post business credit account.

## Suppliers of approved postage meters

The following suppliers and their agents may provide Australia Post customers with approved postage meters (contact the head offices listed for state contact details):

### Frama Australia Pty Ltd

Unit 3, 79 Bourke Road, ALEXANDRIA NSW 2015  
Ph 1300 659 057 Fax 02 8338 7099  
email: [frama@frama.com.au](mailto:frama@frama.com.au)  
Web: [www.frama.com.au](http://www.frama.com.au)

### Francotyp Postalia Australia

Unit 41, 5 Anella Avenue, CASTLE HILL NSW 2154  
Ph 02 9894 4222 Fax 02 9894 4224  
email: [enquiries@francotyp.com.au](mailto:enquiries@francotyp.com.au)  
Web: [www.francotyp.com.au](http://www.francotyp.com.au)

### GBC Australia Pty Ltd

PO Box 208, REGENTS PARK NSW 2143  
Ph 1800 6245 48 (1800 MAIL IT) Fax 02 9738 4141  
email: [ebusiness@gbcaustralia.com.au](mailto:ebusiness@gbcaustralia.com.au)  
Web: [www.gbcaustralia.com.au](http://www.gbcaustralia.com.au)

### Pitney Bowes Australia Ltd

95 St Hilliers Road, AUBURN NSW 2144  
Ph 13 23 63 Fax 02 9475 3415  
email: [sales.au@pb.com](mailto:sales.au@pb.com)  
Web: [www.pitneybowes.com.au](http://www.pitneybowes.com.au)



## Postage in your office in four easy steps

### 1 Contact a supplier

- A list of suppliers is provided overleaf.
- Discuss your mailing needs.



### 2 Select a postage meter

- Select a model to suit your budget and mailing requirements. There are postage meters to suit most business mailing requirements.



### 3 Apply for a licence

- Your supplier will provide you with a copy of the *Postage Meters and Franking Machines - Conditions of Use* booklet and take you through the licensing process.



### 4 Finalise details

- Once your licence has been approved and payment arrangements have been confirmed your postage meter is ready for use.
- You can start using your postage meter as soon as your supplier has installed it at your premises.

## Australia Post state contacts for postage meter enquiries

### New South Wales / Australian Capital Territory

Australia Post Ph 02 9202 6676  
Postage Meter Section Fax 02 9202 6792  
PO Box 2000  
STRAWBERRY HILLS NSW 2012

### Victoria / Tasmania

Australia Post Ph 03 9299 4247  
Postage Meter Section Fax 03 9204 5236  
GPO Box 2020  
MELBOURNE VIC 3001

### Queensland

Australia Post Ph 07 3405 1848  
Postage Meter Section Fax 07 3405 1666  
South Brisbane Business Centre  
140–142 Montague Road  
SOUTH BRISBANE QLD 4101

### South Australia / Northern Territory

Australia Post Ph 08 8402 6375  
Postage Meter Section Fax 08 8231 6738  
GPO Box 4310  
ADELAIDE SA 5001

### Western Australia

Australia Post Ph 08 6217 2825  
Postage Meter Section Fax 08 9237 5239  
GPO Box 9000  
PERTH WA 6848

For more information phone **13 11 18**,  
visit **auspost.com.au/metering**  
or speak to your Australia Post  
representative.

This brochure provides a brief introduction  
to the features and use of postage meters.  
For detailed terms and conditions refer to  
the *Postage Meters and Franking Machines*  
- *Conditions of Use* (8833675).

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information is available on our website at  
[auspost.com.au/metering](http://auspost.com.au/metering)

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