



# Print Post service guide

October 2011

# CONTACTS FOR PRINT POST ENQUIRIES

## Australia Post

Website [auspost.com.au/printpost](http://auspost.com.au/printpost)

Phone 13 11 18

Fax 1300 115 375

Email [business@auspost.com.au](mailto:business@auspost.com.au)

Address

Australia Post  
Print Post Coordination Team  
Centralised Services  
GPO Box 9911  
IN YOUR CAPITAL CITY

Australia Post account executive:

.....  
Business phone:.....

Mobile phone:.....

Fax:.....

Email:.....  
.....

Australia Post lodgement facility:

.....  
Manager:.....

Address:.....  
.....

Phone:.....

Fax:.....

Australia Post Business Credit  
Account:

.....

Print Post publication number:

.....

## Mailing house

Name:.....

Address:.....  
.....  
.....

Contact:.....

Contact phone (direct):.....

Contact email:.....  
.....

Business phone:.....

Fax:.....

Business email:.....  
.....

Website:.....  
.....

## Print Post software supplier

Name:.....

Address:.....  
.....  
.....

Contact:.....

Contact phone (direct):.....

Contact email:.....  
.....

Business phone:.....

Fax:.....

Business email:.....  
.....

Website:.....  
.....



- ? *Do you mail magazines, newspapers, catalogues, newsletters or similar publications?*
- ? *Do you include special offers with your publication?*
- ? *Do you mail more than 100 articles at a time?*
- Then **Print Post** may be for you!

# BULK MAIL SERVICES COMPARED

**What can bulk mail services do for me?**

**What size articles can I send?**

**What weight articles can I send?**

Pricing applies for these weight limits (g)

**Do I need to print barcodes on the articles?**

**Do I need to sort the articles?**

**What is the minimum volume of articles I need?**

**How fast is the delivery?**

**Do I need to apply to use this service?**

**How does the cost per article compare?**

eg Small article, 125g, with maximum sorting, compared to Full Rate Mail

## Unaddressed



Deliver unaddressed leaflets, catalogues etc to all letterboxes in an area, at very low cost

Large	
Small	
50	50
100	100
	250

No  
(Not addressed)

**Yes**  
Put in trays for each delivery centre

One suburb, town, postcode, round\* or channel

Lodge up to seven days before your chosen delivery week

**Yes**  
Book at least two weeks before the delivery week



## Acquisition Mail



Deliver addressed (non-personalised) articles to reach prospects and acquire new customers

Small	Small Plus
125	125

**Yes**  
To the maximum extent

**Yes.**  
Trays for each sort plan number

30,000 articles and 60 per cent of the address data provided

**Surface (OP):** Same state metro 2–3 days

**Yes**  
Online registration



## Print Post



Deliver approved regular publications, such as magazines or newsletters

Large	
Small	
250	50, 125, 175, 250, additional 50g steps up to 1kg

Not required  
(Recommended only)

**Yes.**  
Bundles or trays for each postcode

100 articles

Same state metro: next day  
Other state (metro to metro): 2–7 days

**Yes**  
Apply for a Print Post Publication Number



## Charity Mail



Deliver small PreSort Letters articles at lower prices for approved charitable organisations

Small	
125	

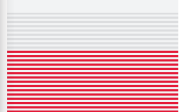
**Yes**  
On at least 300 articles

**Yes.**  
Trays for each sort plan number

300 barcoded articles

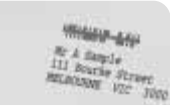
**Regular:** Same state metro - next day  
**Surface (OP):** Same state metro 2–3 days

**Yes**  
Apply for a Charity Mail Approval Number



\* Conditions apply

## PreSort Letters



Deliver machine-addressed articles which are barcoded and sorted

Small	Small Plus	Med.	Large
125	125	125 250	125 250 500

**Yes**  
On at least 300 articles

**Yes.**  
Trays for each sort plan number

300 barcoded articles

**Regular:** Same state metro - next day  
**Surface (OP):** Same state metro 2–3 days

**Yes**  
Nominate your lodgement facility(s)



## Clean Mail



Deliver machine-addressed smaller articles, without the need to barcode or sort them

Small	Small Plus
125	125

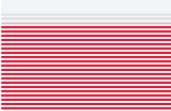
No

No

300 articles

1–4 days

No



## Impact Mail



Deliver creatively shaped articles – great for direct mail campaigns

Small	Small Plus
125	125

No

**Yes.**  
Trays for each postcode or sort plan number

300 articles

1–7 days

No.  
Non-paper articles should be submitted for testing



## Imprint/Metered



Deliver articles at a lower price than regular Full Rate mail, with no minimum volume

Small	Large
250	125 250 500

No

No

No minimum

1–4 days

No



## Reply Paid



Make it easy for your customers to respond

Small	Large
250	125 250 500

**Yes**  
(Preprinted)

No

No minimum

1–4 days

**Yes**  
Apply for a Reply Paid Number



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## WHAT'S IN THE GUIDE?

This guide is written to provide ease of reference within three simple sections: Print Post basics, Print Post preparation and Print Post lodgement.

In addition, there are specialised sections for barcoding print specifications and large volume (10,000+) lodgements (including linehaul).

### **Section 1 – Print Post basics**

This is essential reading and should be read first, as it covers the service at a glance, including features and benefits. This section provides you with a brief overview of the service and enough knowledge to ensure the correct solution has been selected for your mailing needs. You can then progress to the more detailed sections of Print Post preparation and Print Post lodgement.

### **Section 2 – Print Post preparation**

This section provides the detail required to prepare articles ready for lodgement. It covers areas such as content, size and weight, article type and plastic wrapping, through to inscriptions, layout and addressing requirements. This section equips you with all you need to know in order to correctly prepare your Print Post articles.

### **Section 3 – Print Post lodgement**

This section provides the detail required to lodge articles. It covers areas such as choosing sort categories, how to prepare letter trays and completing and affixing tray labels, through to lodgement documentation and where to lodge articles. This section equips you with all you need to know in order to successfully lodge your Print Post articles.

### **Section 4 – Barcoding**

This section provides detailed information on the AMAS program, the Postal Address File (PAF) and printing the 4-state barcode.

### **Section 5 – Large volume lodgements (including linehaul)**

This section provides detailed information about large volume lodgements of articles. It covers preparation and presentation of articles in ULDs and access to linehaul interstate.

# 1 PRINT POST BASICS

## 1.1 What is Print Post?

Print Post is an Australia Post service for the delivery of approved periodical publications to addresses within Australia.

Print Post is used by small associations for the delivery of newsletters and special interest publications, through to organisations that distribute large circulation magazines, newspapers and catalogues.

## 1.2 Why use Print Post?

Print Post is an economical choice for sending approved publications to your target market. With Print Post, you can:

- lodge bulk mailings of 100 or more articles
- maximise the space available for creative artwork<sup>1</sup>
- choose to include special offers with your publications
- have undeliverable articles returned
- access lower prices for sorting your articles
- use the Reply Paid service in conjunction with Print Post.



In addition, the Print Post service also:

- has access to private box addresses
- has access to the Redirection service
- allows a postage meter to be used as a payment method
- provides a national delivery service
- has delivery with daily normal mail by the same professional delivery officers.

## 1.3 What qualifies for Print Post?

To access the Print Post service a publication must:

- be approved by Australia Post for carriage by Print Post, and issued with a Print Post Publication Number
- consist of printed matter
- be a continuing periodical with a fixed title
- be issued at least twice per year
- *NOT be of itself, or contain, a letter, carriage of which is reserved to Australia Post by the Australian Postal Corporation Act 1989.*

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<sup>1</sup> Refer to “Ideas to make your flysheet work harder”, available at [auspost.com.au/printpost](https://auspost.com.au/printpost)

Each copy of a particular issue must be identical, except for:

- permitted personalisation
- copies to be delivered to different states or regions may have different advertising content (see section 2.3.1).

Supplements may be included with copies of an issue including samples of goods as long as the above conditions apply and the publication is not being used as a means of delivering goods on a commercial or regular basis (see section 7).

▶ See section 2.3.1

### 1.3.1 Print Post Direct Bag International

If you have international subscriptions, you can send them using the Print Post Direct Bag International service. For details refer to section 1.3 of the *International Post guide*, available at [auspost.com.au](http://auspost.com.au), or discuss with your Australia Post account manager, or the contacts detailed at the front of this guide.

## 1.4 How to apply

You need to apply for the service by completing a *Print Post Publication Number Application* form (8835284). This form is submitted along with a sample of your publication for approval prior to lodgement.

The image shows a detailed form for applying for a Print Post Publication Number. The form is divided into several sections:

- Primary address:** Fields for name, address, and contact information.
- Customer details:** Fields for business name, ABN, and other identifiers.
- Secondary address block:** Fields for a secondary address and contact information.
- Publication details:** Fields for publication name, ISSN, and other details.
- Australia Post use only:** A section for internal processing, including a 'Date Stamp' area.

Approval is free and you will be assigned a unique Print Post publication number.

▶ See section 2.2

## 1.5 Preparation basics

Information in this section is designed to provide an overview of article preparation. More detailed information can be found in the Print Post preparation section.

### 1.5.1 Article size, weight and type requirements

Print Post is available for *Small* and *Large* size categories.

Articles can weigh up to 1kg. Any article over 1kg is deemed a parcel<sup>1</sup>.

Articles can be either enveloped or plastic wrapped.

All articles in a lodgement must be within the same size category.

	Small	Large
Maximum weight	250g	1kg Pricing applies in 19 weight steps of: Up to 50g, 125g, 175g, 250g, 300g, 350g, 400g, 450g, 500g, 550g, 600g, 650g, 700g, 750g, 800g, 850g, 900g, 950g and 1kg
Minimum size	88 x 138mm	Must not be a <i>Small</i> article
Maximum size	130 x 240mm	260 x 360mm
Maximum thickness	5mm	20mm
Shape	Oblong <sup>†</sup>	—
Common examples	DL (110 x 220mm) C6 (114 x 162mm)	C5 (162 x 229mm) B5 (176 x 250mm) B6/C4 (125 x 324mm) C4 (229 x 324mm) B4 (250 x 353mm)

<sup>†</sup> Oblong: deviating from a square by being elongated in one direction. The length must be at least 1.2 times the width.

The dimensions of articles are determined by measuring the height, length and width of the article. Excess plastic wrapping is *not included* when measuring plastic wrapped Print Post articles.

▶ See section 2.3

<sup>1</sup> For parcel pricing refer to the postage assessment calculator at [auspost.com.au](https://auspost.com.au)

### 1.5.2 Correct addressing requirements and barcoding

You need to pay particular attention to addressing.

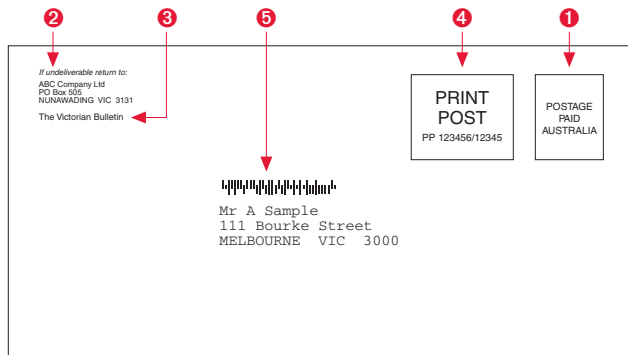
Articles do not need to be barcoded, however you are encouraged to apply barcodes. The benefit for you is that correctly barcoded articles are not subject to Correct Addressing conditions.

Surcharges (of 5¢ per article in addition to the published prices) apply to Residue Articles, and articles to CBD Sort Divisions, which do not meet:

- plastic wrapping requirements detailed in section 2.3.6 (if applicable)
- the barcoding and / or Correct Addressing conditions detailed in section 2.7.

Articles need the addressed side to be printed with:

- 1 the Postage Paid Imprint (unless a postage meter is used)
- 2 the company name and return address
- 3 the publication title (optional)
- 4 the Print Post Imprint with publication number
- 5 a barcode (optional), and a delivery address that observes correct addressing conditions.



▶ See section 2.4

## AMAS Certified barcode software

Australia Post certifies barcode software through its *Address Matching Approval System* (AMAS). The certified software contains a copy of Australia Post's *Postal Address File* (PAF). The PAF contains unique 8-digit *Delivery Point Identifiers* (DPIDs) for every address that Australia Post delivers to.

If barcodes are printed, it is a condition of the service that current AMAS certified software is used to match:

- 1 each delivery address in a Print Post lodgement ...
- 2 to its correct DPID (8-digit Delivery Point Identifier) ...
- 3 and print this on the article as a correctly formatted barcode.



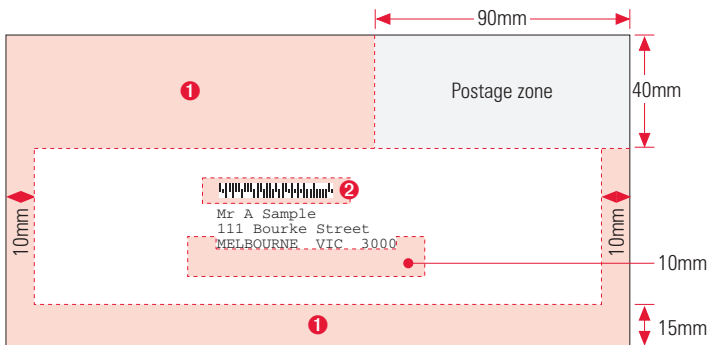
▶ See section 2.8 and section 4

### 1.5.3 Adding logos, advertising and other printing

In order to access the Print Post service, articles must follow the requirements for clear zones.

- 1 Barcode and delivery address clear zones are areas on the article that must not contain either the 4-state barcode or the delivery address.
- 2 The barcode clear zone must be kept clear of all printing – see section 2.8.3.

#### ▼ Clear zones on Small articles



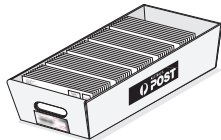

▶ See section 2.7 and section 2.9

## 1.6 Lodgement basics

Information in this section is designed to provide an overview of lodgement. More detailed information can be found in the Print Post lodgement section.

You have the choice to sort articles into three sort categories. All articles must be placed into correctly labelled Australia Post letter trays. Both trays and labels can be supplied by Australia Post.

The three sort categories are:

Sort category	Description	Pricing categories available
<b>Large Postcode Direct</b> 	<ul style="list-style-type: none"> <li>• A <i>tray</i> of articles that are all addressed to a single postcode or to a single CBD Sort Division.</li> <li>• Minimum quantities apply depending on article size and weight.</li> </ul>	<ul style="list-style-type: none"> <li>• Local Sort Division</li> <li>• Same state metro</li> <li>• Same state country</li> <li>• Other state metro</li> <li>• Other state country</li> </ul>
<b>Small Postcode Direct</b> 	<ul style="list-style-type: none"> <li>• A <i>bundle</i> of articles that are all addressed to a single postcode or to a single CBD Sort Division.</li> <li>• Minimum quantities apply depending on article size and weight.</li> </ul>	<ul style="list-style-type: none"> <li>• Local Sort Division</li> <li>• Same state metro</li> <li>• Same state country</li> <li>• Other state metro</li> <li>• Other state country</li> </ul>
<b>Residue</b>	<ul style="list-style-type: none"> <li>• Articles not sorted to the Print Post Sort Plan</li> </ul>	<ul style="list-style-type: none"> <li>• Same state</li> <li>• Other state</li> </ul>

A CBD Sort Division is a designated range of postcodes that may be combined. There are six CBD Sort Divisions: Sydney, Melbourne, Brisbane, Adelaide, Perth and Hobart.

Local Sort Division prices apply to Large Postcode Direct and Small Postcode Direct articles which are lodged at a mail centre for delivery to postcodes served by that mail centre.



## 1.7 Delivery standards

Print Post is delivered Monday to Friday with letters and other mail.

The delivery standards for Print Post are as follows (in business days):

For delivery	Same state	Other state
Within metropolitan areas of capital cities or within the same city or town and environs <sup>1</sup>	1 day	—
Between metropolitan areas of capital cities	—	2–7 days
Between metropolitan areas of capital cities and country locations	2–4+ days	4–10+ days
Between country locations	2–4+ days	5–10+ days

To view detailed information for Print Post delivery standards, visit [auspost.com.au/printpost](https://auspost.com.au/printpost).

These timetables are guidelines only and based on reasonable expectations and experience and do not include External Territories and remote areas<sup>2</sup>. Australia Post will not be liable for any loss or damage (including but not limited to consequential loss) resulting from a failure to deliver in accordance with these timetables.

### 1.7.1 Air carriage

You can choose to pay an air carriage premium and receive the same delivery standard as letters by ordinary post, based on a before 12 noon lodgement. Delivery standards for ordinary mail can be viewed at [auspost.com.au](https://auspost.com.au)

Air carriage is only available under special arrangements or agreements, due to specialised labelling requirements. For further information contact either your Australia Post account manager, or the contacts detailed at the front of this guide.

<sup>1</sup> Environs: a surrounding area or region, especially the suburbs or outskirts of a town or city; vicinity.

<sup>2</sup> External Territories: Lord Howe Island 2898, Norfolk Island 2899, Christmas Island 6798, Cocos (Keeling) Islands 6799 and Australian Antarctic Territories 7151.

## 1.8 What will it cost?

Current pricing is listed in the *Post charges* booklet (8833665), which can be obtained from any Australia Post retail outlet, or downloaded from [auspost.com.au](http://auspost.com.au)

The prices for Print Post articles vary by size and weight category, the sort category and the delivery standard, as displayed in the following table:

Size cat.	Weight up to	Large Postcode Direct				Small Postcode Direct				Residue			
		Local Sort Division	Same state		Other state		Local Sort Division	Same state		Other state		Same state	Other state
			Metro	Country	Metro	Country		Metro	Country	Metro	Country		
Small	250g	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Large	1kg	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	

The weight steps for pricing of Large articles are: up to 50g, 125g, 175g, 250g, 300g, 350g, 400g, 450g, 500g, 550g, 600g, 650g, 700g, 750g, 800g, 850g, 900g, 950g and 1kg.

Local Sort Division prices apply to articles which are lodged at a mail centre for delivery to postcodes served by that mail centre.

Metro/Country destinations are defined in the Print Post Sort Plan. See section 3.2.5.

Surcharges (of 5¢ per article in addition to the published prices) apply to Residue Articles, and articles to CBD Sort Divisions, which do not meet:

- plastic wrapping requirements detailed in section 2.3.6 (if applicable)
- the barcoding and / or Correct Addressing conditions detailed in section 2.7.

Australia Post provides a variety of payment options. For details, please discuss with your lodgement facility or account manager, or the contacts detailed at the front of this guide.

### 1.8.1 Conditions for same state prices

Articles attract same state prices when lodged within the same state as the delivery address (as defined in the Print Post Sort Plan).

For charging purposes, the Australian Capital Territory is considered to be part of New South Wales, and South Australia does not include the Northern Territory.

### 1.8.2 Returned mail/undeliverable articles

Each undeliverable article is returned to the nominated return address on the article by ordinary post.

The nominated return address must indicate the name of the Australian person or organisation responsible for accepting undeliverable articles and the charges they have incurred and is required to be shown on each article within a lodgement. Either a street address or a post office box address is acceptable.

The cost of return postage is assessed at the ordinary post price:

- for small articles, the published Ordinary Small Letter prices will apply
- for large articles up to 500g, the published Ordinary Large Letter prices for a given weight will apply
- for articles over 500g, the published Basic Charge (same state) for Regular Parcels over 500g will apply.

### 1.9 Other considerations

#### How can I be sure an article is acceptable?

Australia Post staff inspect each lodgement to ensure that it satisfies correct addressing conditions.

If you are concerned that your articles may not satisfy all service requirements you can request a preliminary test prior to lodgement.

Contact your Australia Post account manager, the Print Post Coordination Team as detailed at the front of this guide, or [BQPHelp@auspost.com.au](mailto:BQPHelp@auspost.com.au)



▶ See section 2.12

### 1.10 Summary checklist

The key points covered in this section include:

- ✓ The minimum amount of articles needed to access the service is 100.
- ✓ The publication needs to be a continuing periodical with a fixed title, published at least twice a year.
- ✓ A Print Post article *must not* be a letter or contain a letter.
- ✓ You must submit a *Print Post Publication Number Application* form to be assigned the unique Print Post number required to access the service.
- ✓ Print Post is available for *Small* and *Large* size category articles.
- ✓ Addressing conditions apply to Residue and CBD Sort divisions.
- ✓ Sort categories are Large Postcode Direct, Small Postcode Direct and Residue.
- ✓ Complete a *Print Post mailing statement* for each lodgement.
- ✓ Pricing is based on size and weight, level of sort and number of articles, and destination.
- ✓ Prices can be located in the *Post charges* booklet (8833665) and the Australia Post website [auspost.com.au](https://auspost.com.au).

## 2 PRINT POST PREPARATION

### 2.1 Preparation overview

This section covers in detail all the information you need to prepare your articles.

The diagram below illustrates the steps to prepare Print Post. Each requirement is covered in detail throughout the section.



## 2.2 Applying for Print Post

You need to apply to use the service before preparing and lodging your articles, using a *Print Post Publication Number Application* form (8835284). Application forms may be obtained and submitted at most Australia Post retail outlets, business centres and mail centres. Alternatively, they can be downloaded from the Australia Post website at [auspost.com.au/printpost](http://auspost.com.au/printpost) and faxed to 1300 115 375.

Either the publisher or distributor may apply and be responsible for meeting the terms and conditions applicable to the use of the service. See section 7.

This form is to be submitted along with a sample of the publication for approval prior to lodgement.

If an issue of the publication already exists, a copy of the latest issue is to be submitted with the application. Otherwise, a proof or copy of the first issue is to be forwarded to the approving office as soon as it is available, prior to lodgement.<sup>1</sup>

Forward completed application forms to the appropriate address below.

### Customers in NSW/ACT:

Australia Post  
Postal Service  
Level 5 219–241 Cleveland Street  
STRAWBERRY HILLS NSW 1420

### Customers in all other states:

Australia Post  
Print Post Coordination Team  
GPO Box 9911  
IN YOUR CAPITAL CITY

### 2.2.1 Print Post publication number

Upon approval of your completed application form, Australia Post will issue a *Print Post publication number*.

Once granted, approval is on-going and does not need periodical renewal, however if a Print Post number is unused for a 12 month period it may be cancelled by Australia Post.

Complete a new application form if the information provided in the first application changes, for example if the publication is transferred to a new publisher.

**Note:** A single Print Post number will be assigned to any national publication published by one publisher. This is regardless of whether the publication is lodged at multiple lodgement facilities or under multiple accounts.

<sup>1</sup> Variations to these requirements should be submitted for approval prior to lodgement. See section 2.12.

## 2.3 Article characteristics

### 2.3.1 Content

All articles in a lodgement must be identical, and all supplements, inserts, onserts and flysheet content must be identical and non-personalised (other than the address block details that appear once only for the purpose of delivery, and personalisation that is permitted in section 2.3.2) with these exceptions:

#### Subscription communications

Approved publications may contain a communication from the sender to the addressee:

- requiring or acknowledging payment for the publication being carried by the service
- inviting notification of any change to addressee details, or
- inviting subscription or re-subscription to the publication being carried by the service.

#### Geographic variation of articles

Copies of a Print Post approved publication or supplements which are to be delivered to different states or geographic regions may have different advertising content. The differentiation could go to postcode or even suburb level.

#### Supplements, inserts, onserts, double covers or wraps

Supplements and other additional elements, including samples of goods, may be included with copies of an issue, as long as the following conditions apply:

- Must be capable of standing alone and being completely understood and appreciated by the intended recipient
- Must be wholly impersonal and must not contain communication targeted to the addressee based on criteria which is specific to that particular person
- Must be expressed in general language and in an impersonal tone that:
  - does not link its content in any way to the particular situation of the addressee,
  - does not contain a communication to the addressee as a particular person, and
  - does not contain a signature, or individual signatory details.

These additions to the original publication must be identical and non-personalised other than address details used for the purpose of delivery and must not contain any of the following elements:

- sender's address details, phone and/or other contact details at the top, bottom, left or right side of the page, including letterhead
- a date
- a salutation – a word or phrase of greeting used to begin a letter or message
- a valediction – a word or phrase of farewell used to end a letter or message
- a format that looks like a letter.

### 2.3.2 Personalisation of articles

Personalisation allows limited customisation of Print Post publications using addressee details on the cover, or within a publication, along with a static marketing message.

#### Benefits of personalisation

Personalisation of the cover of the publication can attract attention and increase interest. It opens up possibilities for advertisers and publishers, allowing them to address customers directly to specific pages in the publication, or special offers.

Personalisation offers growth opportunities for:

- subscription publications
- catalogues
- customer relationship management.

#### Where is personalisation permitted?

Publications can be personalised using the addressee details, valedictions, salutations, etc provided the personalisation is integral to the publication (ie an element of the original printing/printed within the actual publication, and not a stand-alone item).

The following addressee details are permitted throughout the publication:

- title of the addressee – Mr, Mrs, Ms, Dr, etc
- name of the addressee – first and/or last
- position of the addressee – Manager, etc
- organisation of the addressee – eg Australia Post
- address elements of the address – delivery detail information
- locality, state abbreviation or postcode.

All other elements of the publication must be identical, other than variation based on geography.

Contact your account manager or the contacts detailed at the front of this guide, if you have any concerns or require clarification when preparing to “personalise” an approved publication.



## 2.3.3 Article size, weight and shape

The size categories eligible for the Print Post service are *Small* and *Large*.

All articles in a lodgement must be within the same size category.

	Small	Large
Maximum weight	250g	1kg Pricing applies in 19 weight steps of: Up to 50g, 125g, 175g, 250g, 300g, 350g, 400g, 450g, 500g, 550g, 600g, 650g, 700g, 750g, 800g, 850g, 900g, 950g and 1kg
Minimum size	88 x 138mm	Must not be a <i>Small</i> article
Maximum size	130 x 240mm	260 x 360mm
Maximum thickness	5mm	20mm
Shape	Oblong <sup>†</sup>	—
Common examples	DL (110 x 220mm) C6 (114 x 162mm)	C5 (162 x 229mm) B5 (176 x 250mm) B6/C4 (125 x 324mm) C4 (229 x 324mm) B4 (250 x 353mm)

<sup>†</sup> Oblong: deviating from a square by being elongated in one direction. The length must be at least 1.2 times the width.

The dimensions of articles are determined by measuring the height, length and width of the article. Excess plastic wrapping is *not included* when measuring plastic wrapped Print Post articles.

You can obtain a convenient *Letter Gauge* (8833667) from your lodgement facility to assist in measuring articles.



### 2.3.4 Article type

Print Post articles can either be enclosed in an envelope or plastic wrap.

Alternate packaging and unenclosed or unwrapped articles require specific permission from Australia Post prior to lodgement. (See section 2.12 Testing.)

#### Window faced envelopes

One of the main requirements of panel envelopes is that they have good clear panels.

However, even very clear panels can cause sorting difficulties if they reflect light to any great extent. Please refer to Section 9 of the *Post Guide – Letter Post & Electronic Mail within Australia* (available from [auspost.com.au/postguides](http://auspost.com.au/postguides)).



If the articles are barcoded, the address area visible through the window panel must meet the reflectance requirements contained in Barcoding Specifications. See section 4.2.4.

Open window panels are not permitted.

The recommended minimum size for window panels is:

- 30mm high x 80mm wide, for Small size articles
- 45mm high x 95mm wide, for Large size articles.

The entire address block (including barcode if present), must be clearly visible through the window panel, when the article is presented for lodgement.

### 2.3.5 Paper stock

Paper stock is an important consideration as it can affect the ability of high speed letter sorting equipment to process articles without damage.

Australia Post recommends that envelopes and cards comply with Australian Standards for the production of envelopes, Spec 4611 – 1999 (available at: <http://infostore.saiglobal.com/store/>). For details refer to your paper supplier or envelope manufacturer or visit [auspost.com.au/business/standard-delivery-service-for-documents-in-australia.html](http://auspost.com.au/business/standard-delivery-service-for-documents-in-australia.html). (See section 2.12.)

#### Paper stock colour

Australia Post recommends white paper or card for your articles, but light tints or half-tones are satisfactory. A general test is that the colours should come on or around the following range of 78 acceptable colour tones selected from the Pantone Matching System.

100	101	106	107	113	114	120	121	127	128	134	135	136
141	142	148	149	155	162	169	176	196	203	217	250	263
277	290	304	317	331	332	337	344	351	358	365	366	372
373	379	386	393	400	406	413	427	434	441	453	454	460
461	467	468	474	475	482	488	489	496	502	503	510	517
524	530	531	538	545	552	559	566	573	579	580	586	587

These 78 acceptable colours are illustrated at the back of this guide.

Because of the existence of subjective factors such as the varying degrees of colour perception and the varying conditions under which colours are viewed, cases may arise where doubt exists on acceptability of a particular colour. Australia Post can arrange a test, based on the above zone of acceptable colours.

## 2.3.6 Plastic wrapping

Plastic wrapping of articles can provide an alternative to envelopes. If desired, artwork and delivery address details can be printed on a sheet of paper called a flysheet, which is visible through the plastic wrapping. It is preferred that flysheets duplicate the size of the publication being mailed – ie: an A4 publication should be accompanied by an A4 flysheet.

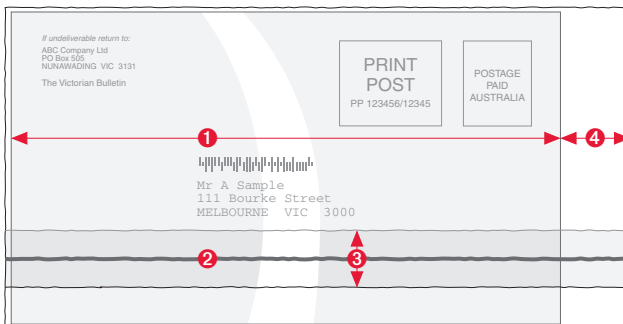
Plastic wrapping is available for both Small and Large size category articles.



Surcharges (of 5¢ per article in addition to the published prices) apply to Residue Articles, and articles to CBD Sort Divisions, which do not meet the plastic wrapping requirements listed below.

### Plastic wrapping requirements:

- 1 Plastic wrapped Print Post articles are measured on the size of the contents, not the total plastic size
- 2 The sealing seam (weld) must not intersect the address block (or barcode if present) either horizontally or vertically
- 3 The hem (overlapping plastic area) must not intersect the address block (or barcode if present) either horizontally or vertically
- 4 The amount of plastic that exceeds the size of the contents should be kept to a minimum and must not exceed:
  - 35mm for articles up to 10mm thick
  - 60mm for articles over 10mm thick.

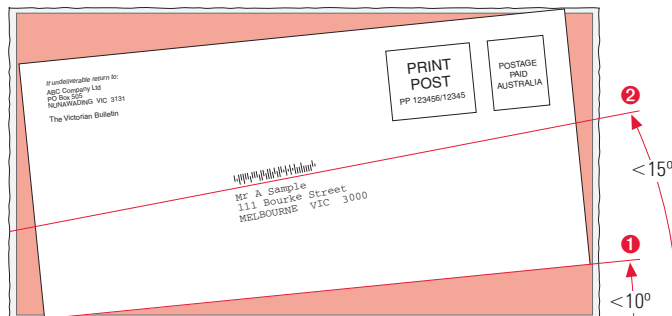


Attribute	Specification
Material	Polypropylene/polyethylene or similar film, anti-static, medium impact resistant IR2, with a co-efficient of friction of medium slip in accordance with AS 1326-1972.
Colour	Where the address or address label is shown under a transparent wrapping, the area of the wrapper overlapping the address must have a contrast ratio (which is the difference between the whitest white and the darkest black colour) that does not exceed 25 per cent when measured by a suitable photometric method (which measures the visible light in terms of its perceived brightness to human vision).  Even very clear plastic wrappers can cause sorting difficulties if they reflect light to any great extent.
Thickness	The minimum thickness is 25 microns.
Strength	The weld strength of the seam should be sufficient to prevent opening during mail processing.

## Address sheet skew

When used inside a plastic wrapper, the printed address sheet (or flysheet) must remain straight enough for automatic processing equipment to read it. The flysheet, address block (and barcode if present) must be straight when presented for lodgement (ie any skew is less than 10 degrees). To prevent skew, Australia Post recommends the flysheet not be able to skew (turn obliquely or sideways) within the plastic wrap, as shown in the following picture.

- 1 The maximum skew permissible for an address sheet is  $\pm 10$  degrees to the article edge, when presented for lodgement
- 2 The combined skew of the address sheet and barcode must not exceed  $\pm 15$  degrees to the article edge, when presented for lodgement.



## Common problems with plastic wrapping

If plastic wrapping requirements are not strictly followed then the following problems may damage or delay delivery of your articles.

If ...	Then:
The plastic seam or hem covers any part of the address block or barcode, or the colour of the plastic stops the scanning of the address or barcode ...	The articles cannot be scanned automatically. <b>CBD/Residue surcharge of 5¢ is added.</b>
The plastic is loose ...	The articles can jam in the processing machines, and may be damaged.
The plastic wrap is not strong enough ...	The plastic or the seam can tear and contents may come out during processing and be lost.
The overhang exceeds the allowable dimensions ...	The articles can jam in the processing machines, and may be damaged. <b>CBD/Residue surcharge of 5¢ is added.</b>

### 2.3.7 Sealing of articles

Australia Post recommends each article be secured in a manner which would prevent entrapment of other postal articles. Any opening should not exceed 88mm.

Each article must be secured by a fastening that is *not likely to damage other postal articles nor injure persons handling it*. Where fasteners are used, they must be appropriate to the thickness of the article, and the ends closed together. Staples and any metal fasteners are discouraged, as they are likely to cause injury to staff handling the articles.

Supplements may be included if fastened to the spine of the publication.

Approval to lodge unenclosed or unwrapped copies of an article may be obtained, prior to lodgement, from the officer-in-charge of the lodgement facility. A sample article must be submitted.

### 2.3.8 Article flexibility

Articles in the Small size category must be reasonably flexible to ensure that they can be processed through high speed letter sorting equipment.

Small size category articles that are too rigid or stiff are ineligible for the service. Some examples of prohibited enclosures includes pencils, pens and items enclosed in a hard case.



### 2.3.9 Publication inscriptions

Each copy of an issue needs to have:

- ❶ the title of the publication printed on the front or back cover
- ❷ the date of issue and/or information indicating how the issue is placed in the series of issues making up the periodical publication. This information is to be printed in or on the copy – ie. Vol. 1 Issue 2. The date of the issue may be in the format DD/MM/YY or Season YY. eg. 30/09/11; or Spring 11. Example: *The Victorian Bulletin – Issue 55*.
- ❸ The Print Post publication number can be printed either:
  - within the border of the Print Post imprint – see section 2.5.4, or
  - after or below the words “Print Post Approved” on the face of the *envelope or wrapper or flysheet*, or
  - on the spine, front or back cover of the *publication* (as shown below), providing that it is clearly visible when presented for lodgement enclosed in its envelope or wrapper.



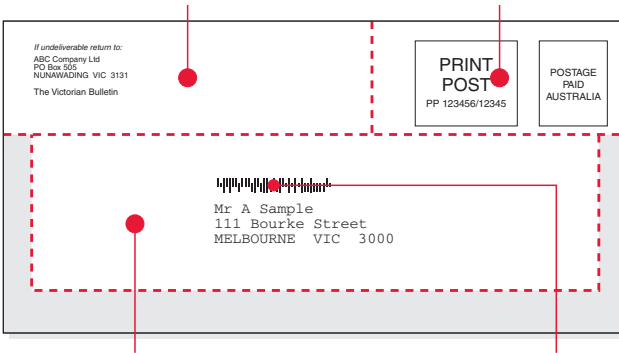
## 2.4 Article layout and zones

Print Post articles are made up of three printing zones.

The following sections detail the dimensions of these zones, and specify the inscriptions to print within them.

**Return address zone** section 2.6

**Postage zone** section 2.5



**Barcode and delivery address zone** section 2.7

**Barcode (optional)** section 2.8

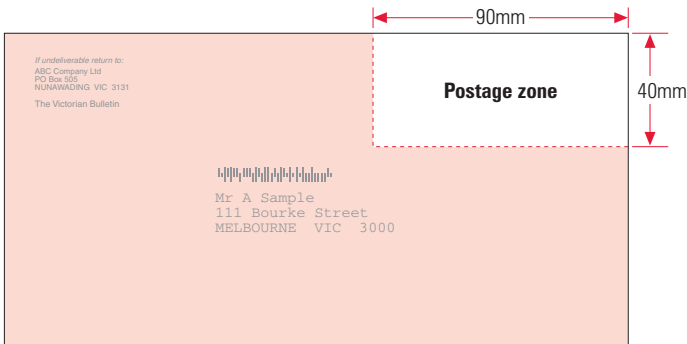
See also, **Adding logos, advertising and other printing** section 2.9.

## 2.5 Postage zone

The postage zone contains a postage paid imprint or a postage meter impression, and the Print Post imprint. No other inscriptions are permitted.

Dimensions must be:

- 90mm across from the top right hand corner of the article
- 40mm down from the top edge of the article.



### 2.5.1 Postage Paid Imprint

All articles that are not metered should bear a Postage Paid imprint.

The words POSTAGE PAID AUSTRALIA need to be printed in a rectangular box within the following dimensions:

- maximum: 26 x 40mm (see illustration)
- minimum: 19 x 25mm.



### 2.5.2 Personalised Postage Paid Imprint

Australia Post may approve a personalised imprint design. The design must not have the appearance of a postage stamp and the words POSTAGE PAID AUSTRALIA must be prominent (see example illustration).

For approval please refer to the contact details at the front of this guide.



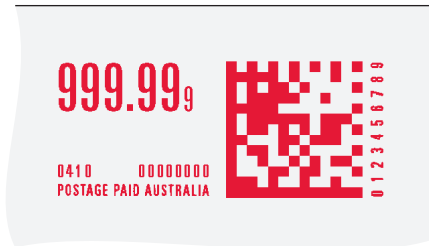
### 2.5.3 Postage Meter Impression

A postage meter may be used as a payment method for the Print Post service.

The published price must be printed in the postage zone of each article. If a date is included in the meter impression it must be the date of lodgement.

Return address details appearing in the postage zone as part of a postage meter impression are acceptable.

For additional information on metering, refer to the *Postage Meters and Franking Machines Conditions of use* booklet (8833675).



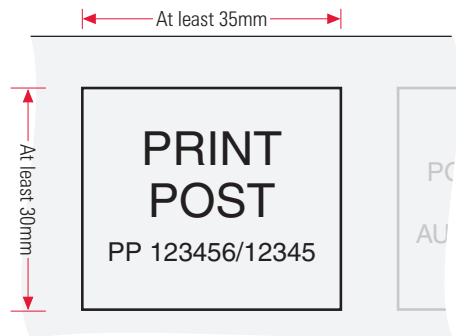
### 2.5.4 Print Post imprint, including publication number

All articles must bear a Print Post imprint, located within the postage zone, to the left of the Postage Paid imprint or postage meter impression.

The words PRINT POST should be printed in capital letters, centred in a rectangular box with the minimum dimensions of 35 x 30mm (see illustration).

Font size should be a minimum of 18 points (4.6mm high), for Small articles. For Large articles, the recommended minimum font size is 24 points (6.1mm high).

The Print Post publication number for your publication should be clearly printed in the lower part of the box.<sup>1</sup>



### 2.5.5 Colour of postage zone inscriptions

Any coloured ink can be used. Australia Post prefers dark colours such as black, dark blue and dark green.

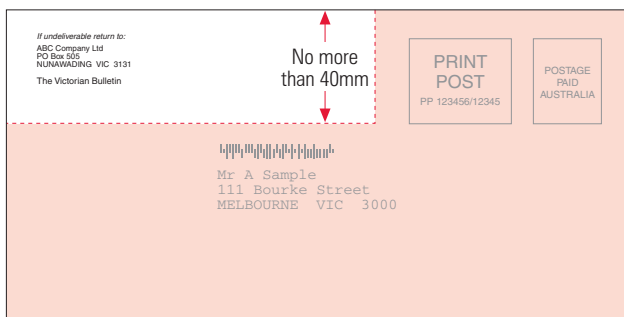
<sup>1</sup> Alternatively, it must be printed after or below the words “Print Post Approved” on the face of the envelope or wrapper or flysheet, or on the spine, front or back cover of the publication, providing that it is clearly visible when presented for lodgement enclosed in its envelope or wrapper.

## 2.6 Return address zone

Each undeliverable article is returned to the nominated return address on the article by ordinary post. The nominated return address must indicate the name of the Australian person or organisation responsible for accepting undeliverable articles and the charges they have incurred and is required to be shown on each article within a lodgement. Either a street address or a post office box address is acceptable.

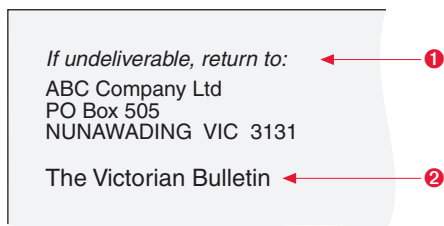
Australia Post prefers return addresses to be:

- on the upper left-hand corner of the address side of the article
- no lower than 40mm from the top edge
- no larger than 8 point font preferred
- with no bolding.



Return address details appearing in the postage zone as part of a postage meter impression are acceptable.

- 1 The return address should be prefixed with "If undeliverable, return to:"
- 2 Australia Post prefers the title of the publication to be shown below the return address.



Variations to these requirements should be submitted for approval prior to lodgement. (See section 2.12.)

## 2.7 Barcode and delivery address zone

Contains the address (and barcode if present) to which the article is to be delivered.

There is a surcharge of 5¢ for articles that do not have a barcode, or are not correctly addressed, when sorted to Residue and CBD Sort Divisions.

### 2.7.1 Small articles

The complete delivery address (and barcode if present) must be positioned in the barcode and delivery address zone of the article:

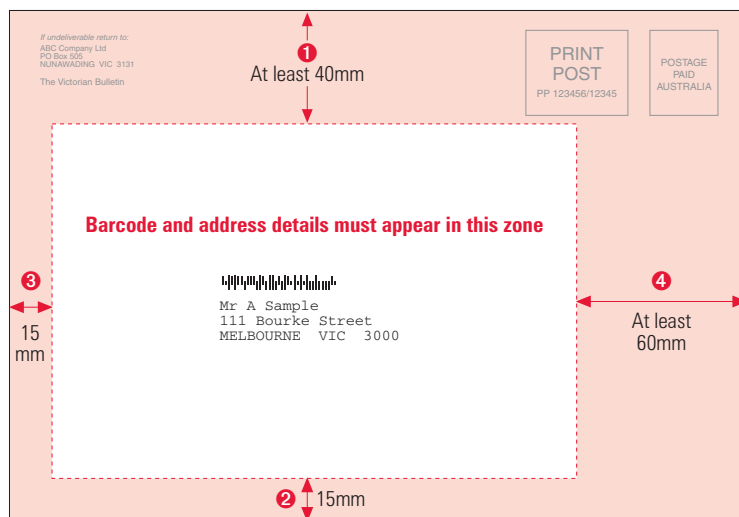
- 1 at least 40mm from the top edge of the article
- 2 at least 15mm from the bottom edge of the article
- 3 at least 10mm from the left and right edges of the article
- 4 parallel with the long edge of the article.



## 2.7.2 Large articles (landscape layout)

The complete delivery address (and barcode if present) must be positioned in the barcode and delivery address zone of the article:

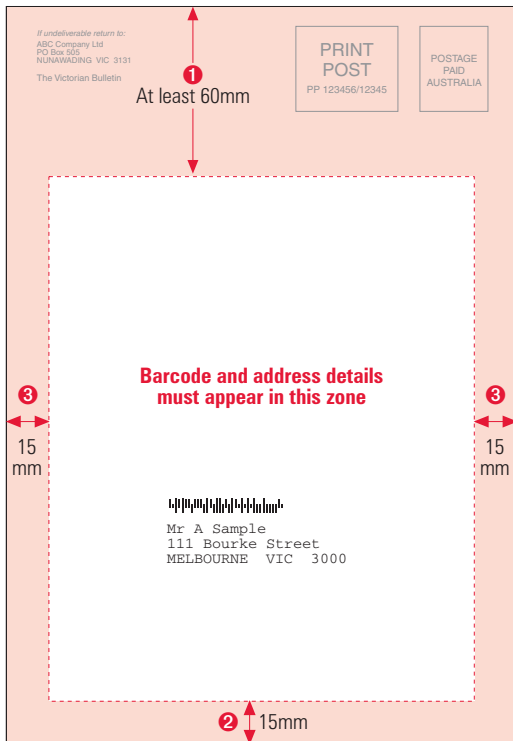
- 1 at least 40mm from the top edge of the article
- 2 at least 15mm from the bottom edge of the article
- 3 at least 15mm from the left edge of the article
- 4 at least 60mm from the right edge of the article.



## 2.7.3 Large articles (portrait layout)

The complete delivery address (and barcode if present) must be positioned in the barcode and delivery address zone of the article:

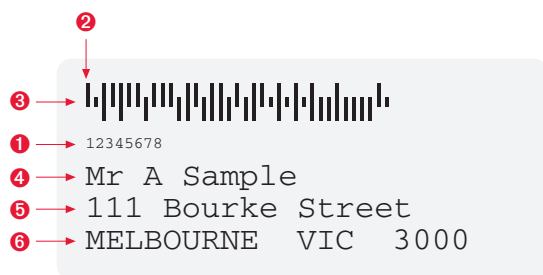
- 1 at least 60mm from the top edge of the article
- 2 at least 15mm from the bottom edge of the article
- 3 at least 15mm from the left and right edges of the article.



### 2.7.4 Address layout

Correct addressing conditions ensure the Australia Post delivery system can recognise and interpret the delivery address.

- 1 **Non-address information** such as customer reference codes, must be printed above the address.
- 2 **Address lines** (excluding barcode placement) must be aligned left.
- 3 **Barcode (optional)** – see section 2.8 for barcode requirements.
- 4 **Additional address information** such as business or person's name if included, must be placed above the last two lines of the address and not below, alongside or within these lines.
- 5 **Second last line** – Must contain the number and name of the street or thoroughfare or post office box or bag number.
- 6 **Bottom line** – Must contain in the following order: the locality, the state or territory abbreviation and finally the postcode.  
This line is to be printed in CAPITALS with no punctuation and no underlining. Leave one or two spaces only between the locality, state or territory abbreviation and the postcode.<sup>1</sup>



Address labels may be used but must be straight and firmly affixed.

The maximum skew permissible for an address line, sheet or label is  $\pm 10$  degrees from the bottom edge of the article.

If using window panel envelopes, the entire address block (including barcode if present) must be clearly visible through the window panel when the article is presented for lodgement.

<sup>1</sup> Any application for variations or additions to this format should be submitted and approved prior to lodgement. See section 2.12.

Size category	Address orientation
Small	Must be parallel to the long side of the article
Large	Can be orientated to either portrait or landscape.

## 2.7.5 Address fonts and colours

In addition to delivery address layout, articles need to comply with the following address font requirements:

- Fixed pitch fonts are recommended (such as Courier or **OCR B**, 12 point, 10 pitch). In fixed pitch fonts every character has the same width.

example: Mr A Sample  
| | | | | | | | | |

- If proportional fonts are used, it is preferred they be structured in 12 point, ideally **Helvetica** or Times 12 point. Print characters must not touch or overlap. In proportional fonts different characters have different widths.

example: Mr A Sample  
| | | | | | | | | |

- Artistic or script fonts must not be used. For example: cursive, fancy style fonts such as Brush Script.

example: ~~Mr A Sample~~

- Print characters are acceptable between 1.8mm and 7.0mm high, and between 0.3mm and 7.0mm wide. The ideal height is between 2.0mm and 4.0mm (upper case characters of nominal 10 point and 12 point type generally fall within this range). Line spacing should be between 1.0mm and 2.5mm.
- Attributes such as *italics*, **bolding**, shadowing, or underlining are not permitted.
- Dark colours such as black, dark blue and dark green are preferred. Red, orange and yellow inks must not be used.



## 2.8 Barcoding

Print Post articles do not need to be barcoded, however you are encouraged to apply barcodes to your articles. A barcode is a machine readable representation of information, usually printed as parallel lines, and improves the speed and accuracy of processing mail.

The benefit for you is that correctly barcoded articles are not subject to the Correct Addressing conditions detailed in section 2.7. There is a surcharge of 5¢ for articles that do not have a barcode, or are not correctly addressed, when sorted to Residue and CBD Sort Divisions.

For technical details relating to barcoding, including Australia Post's *Postal Address File (PAF)* and specifications on printing a barcode, see section 4 Barcoding print specifications.

The barcode used by Australia Post is called a *4-state barcode* and includes a *Delivery Point Identifier (DPID)* which is uniquely applied to Australian addresses.

### 2.8.1 Obtaining the DPID for each address

Australia Post maintains a comprehensive database of addresses called the Postal Address File (PAF), in which each address has a unique Delivery Point Identifier (DPID).

The DPID is an 8-digit number developed by Australia Post that enables each delivery point in Australia to be uniquely identified.

You must use Address Matching Approval System (AMAS) certified software to obtain the correct DPID for each address.

This DPID is then converted into a 4-state barcode and printed onto the article. It is read by Australia Post's mail processing machines.



## 2.8.2 Barcode location

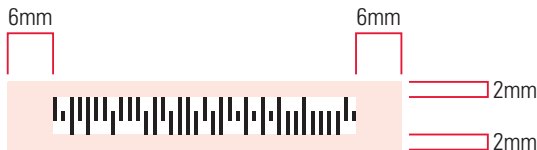
The barcode can be placed separately from the delivery address, within the Barcode and Delivery Address Zone.

Size category	Barcode orientation
Small	Must be parallel to the long side of the article
Large	Can be orientated to either portrait or landscape. It is recommended that the address and barcode are orientated in the same direction.  When using window panel envelopes, it is recommended that the barcode is positioned below the address.

## 2.8.3 Barcode clear zone

Barcodes require a clear zone that must be kept blank (free of printing or other distractions) immediately above, below, and to the left and right of the barcode. This is to ensure that the barcode can be detected by the reader and processed correctly.

There must be a clear zone (no printing) around the barcode of at least 6mm to the left and right and at least 2mm from the top and bottom.



Non-address information, such as your reference codes, sort plan number, etc, may be located above the bottom two lines of the address block provided the barcode clear zone is observed. There is no requirement for this information to be left aligned.

## 2.8.4 Customer appended information in barcodes

The standard barcode contains 37 bars, however you have the opportunity to include your own information in 52 or 67 length 4-state barcodes. This information can be used to monitor mail returns for campaigns or orders. The information is encoded and included in the additional bars. See section 4.2.



## 2.8.5 Address Matching Approval System (AMAS)

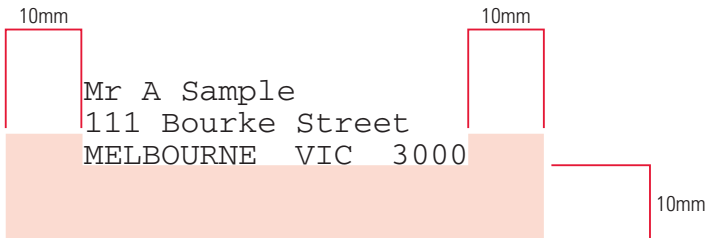
The Address Matching Approval System (AMAS) is designed to improve the quality of addressing. AMAS is a software approval program that provides a standard by which to test and measure the quality of address matching software and its ability to correctly assign a unique Delivery Point Identifier (DPID) to each address record.

To obtain AMAS approved software, a list of software vendors is available on the Australia Post website at [auspost.com.au/amas](http://auspost.com.au/amas)

## 2.9 Adding logos, advertising and other printing

Logos, advertising and other printing may be located anywhere on the article, providing that it does not obscure the inscriptions in the postage zone and the return address zone.

A clear zone of at least 10mm must be observed to the left, right and bottom of the last line of the address.



See also, section 2.8.3 for specifications of the barcode clear zone.

## 2.10 Non compliance

Acceptance staff at the lodgement facility will perform an inspection to determine if a lodgement containing articles for Residue or CBD Sort Divisions satisfies the Correct Addressing and plastic wrapping conditions.

If the percentage of non-compliance with the conditions exceeds 10 per cent of the lodgement, as determined by sampling, you have the option of:

- (a) withdrawing the lodgement, modifying and re-presenting it at a later date, or
- (b) lodging the articles subject to a 5¢ surcharge applying to all articles for Residue and CBD Sort Divisions.

## 2.11 Dangerous goods declaration

**IMPORTANT:** When articles exceed 500 grams and Air Carriage has been paid, the envelope or wrapper must carry the following endorsement –

*A No Dangerous Goods Declaration Has Been Completed*

– as required by Civil Aviation Legislation. The declaration itself is included in the *Print Post mailing statement*.

## 2.12 Testing

If you are concerned that your articles may not satisfy all service requirements you can request a preliminary test prior to lodgement. Tests can be conducted on the following:

- shape
- packaging materials and design
- window panel quality
- article colour, patterns or watermarks
- paper stock quality
- plastic wrapping
- flexibility
- correct addressing compliance
- barcode readability
- positioning of logos, advertising and other printing.

Testing involves processing a sample of articles to determine if they are suitable for machine processing. Articles that pass the test will be accepted at the relevant Print Post price, provided that all other requirements have been met.

## Print Post preparation

Requests for testing should be directed to either your Australia Post account manager, to [BQPHelp@auspost.com.au](mailto:BQPHelp@auspost.com.au) or to:

Australia Post  
Business Letter Services  
GPO Box 1777  
MELBOURNE VIC 3001

### Barcode Quality Program

Australia Post provides the Barcode Quality Program (BQP) to both customers and suppliers to test the quality of barcodes prior to the print production stage. Information on BQP is available on the Australia Post website at [auspost.com.au/bqp](https://auspost.com.au/bqp)



### 2.13 Summary checklist

#### Print Post preparation involves:

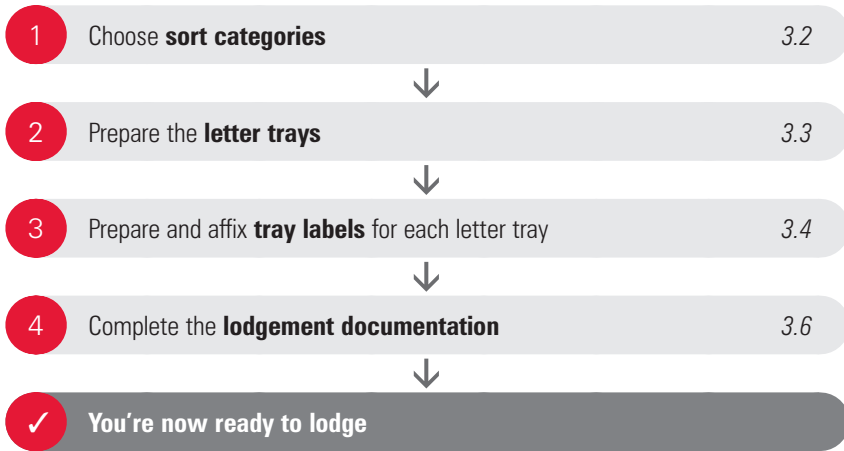
- Checking the size and weight of the article to ensure it is acceptable.
- Ensuring the type of article chosen is acceptable.
- Ensuring all guidelines are followed for plastic wrapping (if applicable).
- Ensuring all inscriptions are displayed on the article.
- Ensuring all correct addressing guidelines are followed.
- Ensuring all elements of barcoding are followed (if the articles are barcoded).
- Ensuring all clear zones are followed.

## 3 PRINT POST LODGEMENT

### 3.1 Lodgement overview

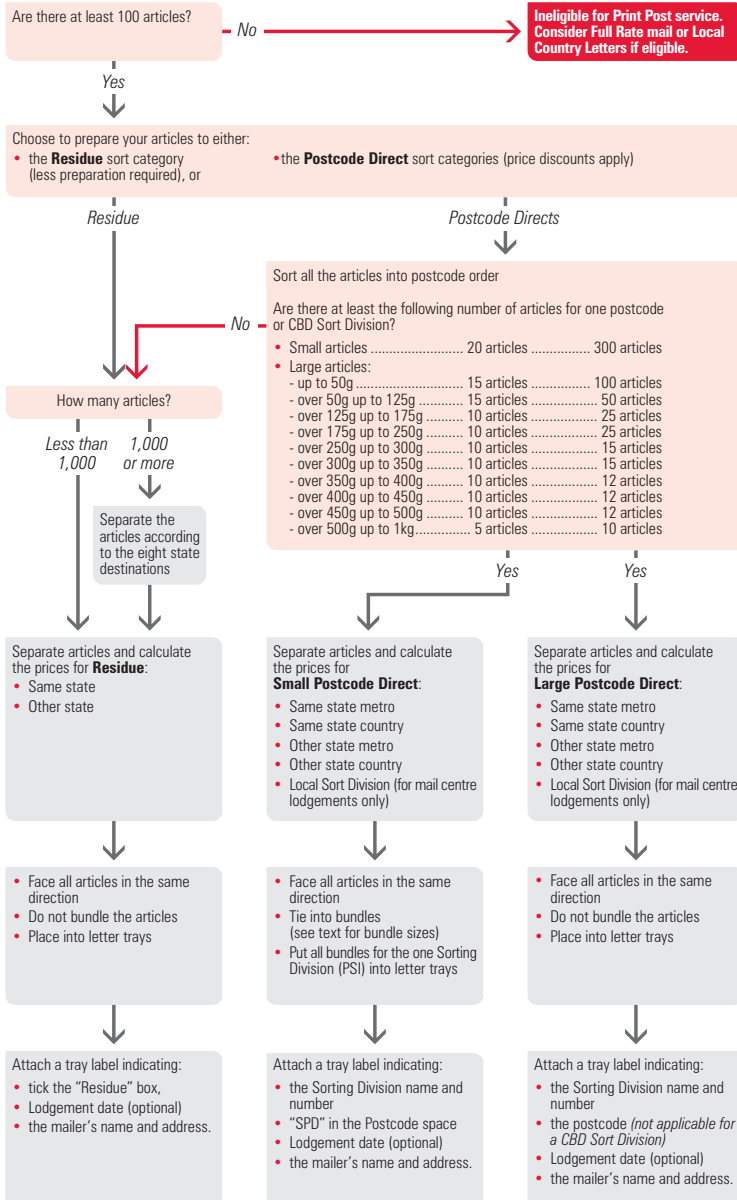
This section covers in detail all the information you need to ensure you lodge your articles correctly.

The diagram below illustrates the steps to lodge Print Post. Each requirement is covered in detail throughout the section.



# Print Post lodgement

## ▼ Sorting and lodgement summary flowchart



## 3.2 Sort categories

To ensure optimum delivery of Print Post articles, you need to prepare and lodge articles correctly.

You have the choice to sort articles according to the following sort categories:

Sort category	To qualify	Pricing categories
<b>Large Postcode Direct</b> <ul style="list-style-type: none"> <li>Articles separated in a letter tray for one postcode or CBD Sort Division</li> <li>The lowest cost</li> </ul>	The minimum quantity is: <ul style="list-style-type: none"> <li>Small articles .....300</li> <li>Large articles:                             <ul style="list-style-type: none"> <li>- up to 50g .....100</li> <li>- over 50g up to 125g .....50</li> <li>- over 125g up to 175g .....25</li> <li>- over 175g up to 250g .....25</li> <li>- over 250g up to 300g .....15</li> <li>- over 300g up to 350g .....15</li> <li>- over 350g up to 400g .....12</li> <li>- over 400g up to 450g .....12</li> <li>- over 450g up to 500g .....12</li> <li>- over 500g up to 1kg .....10</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Local Sort Division</li> <li>Same state metro</li> <li>Same state country</li> <li>Other state metro</li> <li>Other state country</li> </ul>
<b>Small Postcode Direct</b> <ul style="list-style-type: none"> <li>Articles separated in a small bundle for one postcode or CBD Sort Division</li> <li>Grouped in letter trays according to the Sort Plan</li> </ul>	The minimum quantity is: <ul style="list-style-type: none"> <li>Small articles .....20</li> <li>Large articles:                             <ul style="list-style-type: none"> <li>- up to 50g .....15</li> <li>- over 50g up to 125g .....15</li> <li>- over 125g up to 175g .....10</li> <li>- over 175g up to 250g .....10</li> <li>- over 250g up to 300g .....10</li> <li>- over 300g up to 350g .....10</li> <li>- over 350g up to 400g .....10</li> <li>- over 400g up to 450g .....10</li> <li>- over 450g up to 500g .....10</li> <li>- over 500g up to 1kg .....5</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Local Sort Division</li> <li>Same state metro</li> <li>Same state country</li> <li>Other state metro</li> <li>Other state country</li> </ul>
<b>Residue</b> <ul style="list-style-type: none"> <li>Articles for any postcode</li> <li>Where there are insufficient articles to make a Postcode Direct.</li> </ul>	No minimum quantity. (The total lodgement must contain at least 100 articles.)	<ul style="list-style-type: none"> <li>Same state</li> <li>Other state</li> </ul>

## 3.2.1 CBD Sort Divisions

A CBD Sort Division is a designated range of postcodes. There are six CBD Sort Divisions.

When preparing Large Postcode Directs or Small Postcode Directs all the postcodes in the CBD Sort Division may be combined to satisfy minimum lodgement volumes.

Same state CBD Sort Division articles must be presented in trays.

PSI number	CBD destination
203	Sydney
313	Melbourne
419	Brisbane
524	Adelaide
628	Perth
731	Hobart

Whilst correct addressing conditions are not mandatory for Print Post articles, a surcharge (of 5¢ per article) applies to articles to CBD Sort Divisions which do not meet the Correct Addressing conditions detailed in section 2.7.

## 3.2.2 Local Sort Division pricing eligibility

Local Sort Division prices apply to Large Postcode Direct and Small Postcode Direct articles which are lodged at a mail centre for delivery to *postcodes served by that mail centre*. In SA, NT, WA and TAS, there are some restrictions on the postcodes that can be accessed at Local Sort Division prices, as noted in the Print Post Sort Plan.

## 3.2.3 Same state/other state pricing eligibility

Applies to articles in Large Postcode Direct, Small Postcode Direct and Residue.

Same state prices apply where the articles are addressed to postcodes within the state of lodgement.

Other state prices apply where articles are addressed to postcodes outside the state of lodgement.

## 3.2.4 Metro/Country pricing eligibility

“Metro/Country” prices apply to Large Postcode Direct and Small Postcode Direct articles addressed to postcodes *outside* of the Local Sort Division.

The Print Post Sort Plan indicates whether Sort Divisions are categorised as Metro or Country.

## 3.2.5 Print Post Sort Plan

The Print Post Sort Plan allocates every Australian postcode into a specific range, allowing Australia Post to efficiently provide articles to their point of delivery, and is regularly updated (refer table). To ensure the current sort plan is used, download it from the Australia Post website [auspost.com.au/sortplans](http://auspost.com.au/sortplans)

Version number	Release date	Active date	Expiry date
VYYYY1	1 February	1 March	31 August
VYYYY2	1 August	1 September	28/29 February

### ▼ Part of the Print Post Sort Plan – PSI numbers and associated postcode ranges

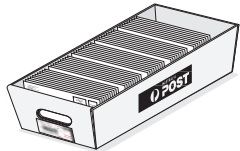
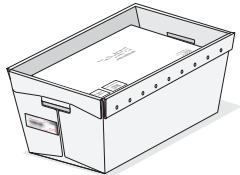
Postcode ranges	PreSort Indicator	Metro/ Country	Sort Division
<b>AUSTRALIAN CAPITAL TERRITORY</b>			
0200–0299; 2580–2589; 2591–2639; 2900–2920	150	M	CANBERRA MC; ALL 8 Nyrang Street FYSHWICK ACT 2609
1936–1940; 2640–2647; 2657–2660; 2708–2714; 2716	190	C	MURRAY REG MSC; ALL 54 Catherine Crescent LAVINGTON NSW 2641
1941–1945; 2590; 2649–2656; 2661–2707; 2720–2730	198	C	RIVERINA MSC; ALL

Upon lodgement, Australia Post staff perform a check to determine if articles have been sorted correctly. Australia Post reserves the right to reject a lodgement if an unacceptable number of articles are incorrectly sorted.

## 3.3 Preparation of letter trays

Obtain letter trays at no cost from your lodgement facility.

There are three categories of trays for lodgement Print Post articles which are Residue, Small Postcode Direct and Large Postcode Direct. The process for preparing these trays is as follows:

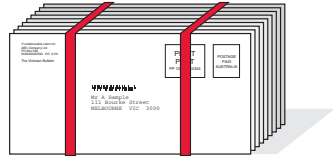
Size category	Residue trays and Large Postcode Direct trays	Small Postcode Direct trays
<p><b>Small articles</b></p>  <p>The maximum acceptable weight for a small tray is 9.5kg (including the weight of the tray).</p>	<ul style="list-style-type: none"> <li>• Face all articles in the same direction</li> <li>• Do not bundle or tie articles</li> <li>• Place into small letter trays, ensuring addresses are facing the front (label end) of the tray</li> </ul>	<ul style="list-style-type: none"> <li>• Face all articles in the same direction</li> <li>• Securely bundle in lots of 20 articles</li> <li>• Sort the bundles into the sort divisions specified in the Print Post Sort Plan</li> <li>• Place all bundles for one Sort Division into small letter trays, ensuring addresses are facing the front (label end) of the tray.</li> </ul>
<p><b>Large articles</b></p>  <p>To facilitate ease of handling we recommend that large letter trays should not be filled above the handle holes.</p> <p>The maximum acceptable weight for a large tray is 16kg (including the weight of the tray).</p>	<ul style="list-style-type: none"> <li>• Face all articles in the same direction</li> <li>• Do not bundle or tie articles</li> <li>• Place into large letter trays, ensuring addresses are face up with the Postage Paid imprint to the front (label end) of the tray</li> </ul>	<ul style="list-style-type: none"> <li>• Face all articles in the same direction</li> <li>• Securely bundle articles in the quantities listed.</li> <li>• Sort the bundles into the sort divisions specified in the Print Post Sort Plan</li> <li>• Place all bundles for one Sort Division into large letter trays, ensuring articles are face up with the Postage Paid imprint to the front (label end) of the tray.</li> </ul>

## 3.3.1 Bundling of articles

Do not bundle articles in Residue trays or Large Postcode Direct trays.

Bundle articles when preparing Small Postcode Direct trays.

Secure with two vertical bands, as shown. Australia Post prefers rubber bands.



The minimum bundle sizes depend on the article size and weight category.

Article size/weight	Minimum bundle size
Small	20 articles
Large	
up to 125g	15 articles
over 125g up to 500g	10 articles
over 500g up to 1kg	5 articles

## 3.3.2 Residue trays – state separation

For Residue volumes of:

Then:

Less than 1,000 articles	Affix tray labels for the state where the lodgement is occurring.
1,000 or more articles	<p>Separation of articles by state is required, as follows:</p> <ul style="list-style-type: none"> <li>place articles into separate trays for each state – NSW, ACT, VIC, QLD, SA, WA, TAS and NT as defined in the Print Post Sort Plan</li> <li>affix tray labels for the state of the destination.</li> </ul>

Whilst correct addressing conditions are not mandatory for Print Post articles, a surcharge (of 5¢ per article) applies to Residue articles which do not meet the Correct Addressing conditions detailed in section 2.7.

## 3.3.3 Overflow Large Postcode Direct trays

Overflow Large Postcode Direct trays can be lodged. An overflow tray is a less-than-full tray that contains all articles remaining after the preparation of full trays for the same postcode (or CBD Sort Division). A maximum of one overflow tray for each postcode (or CBD Sort Division) is permitted.

## 3.4 Completing tray labels

Tray labels must be correctly completed and affixed to each tray.

### 3.4.1 Preprinted tray labels

Australia Post provides preprinted tray labels at no cost.

Order or obtain these labels from your lodgement facility. Order forms may also be printed or downloaded from the Australia Post website [auspost.com.au/traylabels](http://auspost.com.au/traylabels) and presented to lodgement centres.

The process for completing preprinted tray labels is as follows:

- 1 Write name and address (or name and telephone including area code) of the mailer in the Sender space.
- 2 Write your Job Number in the Job No. space (this number is optional, and is created by and relevant to you and should match with lodgement documentation).
- 3 Write the lodgement date in the Date space (this is optional, but must be the correct date of lodgement if shown).

4 To indicate the correct sort category, see A, B and C examples below

The image shows a completed NSW tray label form. The form includes the following fields and details:

- State:** New South Wales
- Date:** (Empty)
- Sorting Division:** SYDNEY WEST LF; SUBS 204
- Postcode:** 2109
- Residue:** (Empty)
- NSW:** Large printed text on the right side.
- Sender:** Ajax Mail NSW (02) 9333 8888
- Job No.:** NAB 789
- Barcode:** 9113 86962002 863895201400
- Large Tray:** Printed text on the left.
- PrintPOST:** Printed text on the left.
- Job No.:** NAB 789
- Bottom Left:** 8638962 JAN 2004

Numbered callouts (1, 2, 3, 4) point to the Sender, Job No., Date, and Sorting Division fields respectively.

### 4 A – For Residue trays

The image shows a NSW tray label form with the Residue box checked. The form includes the following fields and details:

- State:** New South Wales
- Date:** (Empty)
- Sorting Division:** (Empty)
- Postcode:** (Empty)
- Residue:** (Checked with a red checkmark)
- NSW:** Large printed text on the right side.
- Sender:** (Empty)
- Job No.:** (Empty)
- Barcode:** (Empty)
- Bottom Left:** (Empty)

- Tick the Residue box

## 4 B – For Small Postcode Direct trays



- Write the Sort Division name and number in the Sorting Division space
- Write the letters “SPD” in the Postcode space

## 4 C – For Large Postcode Direct trays



- Write the Sort Division name and number in the Sorting Division space
- For articles to one postcode only, write the postcode in the Postcode space

### 3.4.2 Labelling software

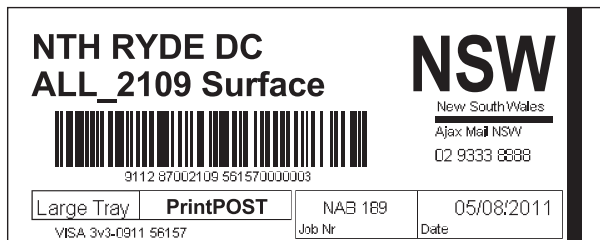
Australia Post recommends the use of Print On Demand labelling systems for preparing lodgements. Print on Demand systems are available either free of charge from Australia Post (*VISA Labelling*) or may be purchased from third party suppliers.

These labels must conform to specifications, which are subject to periodic review. Specifications may be obtained by contacting the Technical Support Centre on 03 9106 8098 or by downloading documentation from the Australia Post website [auspost.com.au/traylabels](http://auspost.com.au/traylabels). Third party software must be approved by Australia Post prior to use.

Blank label stock is also provided free of charge by Australia Post. This label stock is heat sensitive, and is suitable for use only in direct thermal label printers.

Please note that Print on Demand labels contain prepopulated information and differ in appearance to preprinted labels.

#### ▼ Example VISA Direct tray label

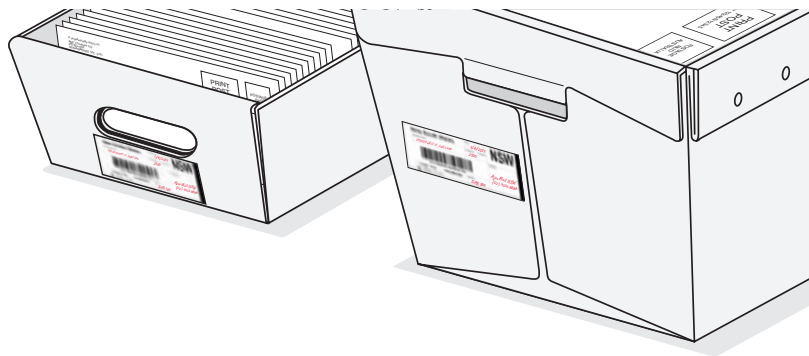


### 3.4.3 How to affix tray labels to letter trays

Label pockets are affixed to all letter trays.

Remove any old tray labels on trays prior to lodgement.

Place a completed tray label in the label pocket with the printed side visible.



### 3.5 Preparing a small volume lodgement

If you are lodging less than 1,000 articles, Australia Post suggest you consider the following simplest lodgement:

- Count the number of articles for delivery within the state of lodgement (same state)
- Count the number of articles for delivery to other states (other state)
- Place all the articles in trays with a tray label for the state of lodgement affixed
- Tick "Residue" on the tray labels and record the articles as "Residue" on your mailing statement.

## 3.6 Lodgement of articles

Once a lodgement is prepared and sorted, complete the required lodgement document(s) and lodge your articles.

### 3.6.1 Lodgement documents

The type of documentation will vary depending upon whether a postage meter has been used. Obtain these documents from your lodgement facility or download from [auspost.com.au/printpost](http://auspost.com.au/printpost) and [auspost.com.au/metering](http://auspost.com.au/metering). Please ensure that you are always using the latest version of the documents.

#### Non-metered articles

*Print Post mailing statement*  
(8835283)

The form is titled "Print Post mailing statement" and includes sections for Customer details, Publication details, and a table for listing articles. It contains various fields for postal codes, postage rates, and publication information.

#### Metered articles

*Meter lodgement document*  
(8838236)

The form is titled "Meter lodgement document" and includes sections for Priority notice, Customer details, Mail details, and a table for listing articles. It features fields for meter identification, postage meter details, and article specifications.

Lodgement

A lodgement document is to be completed for each lodgement in the same size, sort and weight category.

Where the article weights in a lodgement vary due to supplements / advertising for different regions, complete a separate lodgement document for each weight, and mark them, for example "1 of 5", "2 of 5" as appropriate.

All articles in the lodgement must be from one issue of a publication and carry the same title and Print Post publication number.

## 3.6.2 AMAS Address Matching Processing Summary Report

If you repeatedly present articles that are subsequently rejected due to incorrect assignment of DPIDs, Australia Post reserves the right to request subsequent lodgements be supported with documentary evidence that the addresses have been processed against the latest version of the PAF. To assist in this regard, it is mandatory for AMAS approved batch software to generate an Address Matching Processing Summary Report.

AMAS software details	Database/list owner's details
Company name:	List processor's name: <sup>1</sup>
Software name and version:	Date list processed:
Date software certified:	Processed against PAF version number:
	Name of address list:
<b>Processing results</b>	
Records matched and DPID appended:	
Records amended and DPID appended:	
Records not matched – no DPIDs:	
Total records:	
<b>Signature of compliance</b>	
<i>I certify that this information is true and accurate -</i>	
Name of list manager/owner:	
Signature of list manager/owner:	
Address:	
Phone number:	
Date:	

The report format and content is indicative of the type of information to be produced by AMAS Address Matching Processing batch software on each execution of a matching submission so that users have the appropriate evidence to support lodgements when requested to do so.

<sup>1</sup> The *List Processor's Name* is the name of the company or organisation assigning the DPIDs via the AMAS approved software.

## 3.6.3 Supporting document

Each lodgement in excess of 5,000 articles requires a *Print Post Supporting Document*. There is no standard form provided by Australia Post, so create your own supporting document – a simple Word (or equivalent) document suffices.

A sample supporting document can be downloaded from [auspost.com.au/printpost](http://auspost.com.au/printpost) and the minimum description requirements are provided in the following table.

Sort category	List the number of articles
Residue	<ol style="list-style-type: none"> <li>1 for each state and territory</li> <li>2 the total for Residue</li> </ol>
Small Postcode Direct	<ol style="list-style-type: none"> <li>3 for each postcode</li> <li>4 the total for Small Postcode Direct</li> </ol>
Large Postcode Direct	<ol style="list-style-type: none"> <li>5 for each postcode</li> <li>6 the total for Large Postcode Direct</li> </ol>

Print Post supporting document		Date: 1/4/2011	
Customer: ABC Company		Job no.: 26154	
Publication title: Mag weekly		Print Post number: PP122345/001	
Total articles: 32,606		Weight per article: 120 grams	
State of lodgement: NSW – Strathfield			
STATE: NEW SOUTH WALES			
Postcode	Residue	Small Postcode Direct	Large Postcode Direct
2603		10	—
2625		—	89
2626		—	72
2639		—	—
ZZZ4		—	236
TOTAL: NEW SOUTH WALES		34	2661
	245		
STATE: VICTORIA			
Lodgement summary			
	Residue	Small Postcode Direct	Large Postcode Direct
	10384	6552	15670

### 3.6.4 Where and when to lodge

Lodgements must be made at the approved facility(s), or designated facilities, as advised by the Australia Post State Office. In provincial cities and country areas, Print Post lodgements may be made at a mail centre, business centre or Australia Post retail outlet as agreed between the sender and the area manager controlling the lodgement facility.

For normal delivery by road transport, the articles must be lodged before midday, Monday to Friday, unless prior arrangements have been made with, or advised by, the lodgement facility. If the lodgement facility nominates the time at which a lodgement is to be made, the lodgement must be made at that time.

### 3.6.5 Lodgement in ULDs

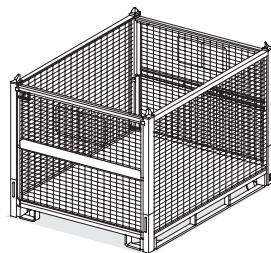
Steel cage containers known as Unit Loading Devices (ULDs) are used by Australia Post to transport mail articles within our network. They can be obtained from Australia Post, subject to availability and in instances where large mail volumes are to be lodged. Contact your mail facility for further information.

ULDs remain the property of Australia Post and all other rules and regulations pertaining to the use of the ULD are applicable. Australia Post reserves the right to charge for any ULD that you damage or do not return.

The maximum weight for a loaded ULD is 600kg (including the weight of the ULD which weigh around 100kg). This means that 500kg is available for the contents. Be aware that ULDs will often exceed the maximum weight limit before they are completely full. In order to maximise transportation efficiency and ULD utilisation, mailers should ensure that each ULD is used as efficiently as possible.

It is a requirement that you affix a label to each ULD declaring the lodging customer's name and the gross weight (actual or deemed).

If you are lodging 10,000 or more articles, see section 5 Large volume lodgements (including Linehaul).



## 3.6.6 Use of pallets

Where pallets are used to transport articles to the lodgement facility, the dimensions of these pallets should conform with the Australian standards (1,165mm x 1,165mm) and the total load must weigh less than 600kg.

Pallets can only be used to transport articles to mail centres.

Australia Post does not accept responsibility for the pallets and will not accept any transfer of hiring charges.

## 3.7 Summary checklist

### Lodgement of Print Post articles involves:

- Applying to use the service.
- Choosing sort categories.
- Preparing the letter trays by placing the articles correctly in each tray.
- Completing and affixing tray labels correctly.
- Completion of lodgement documentation.
- Lodgement of articles at an approved lodgement facility.



## 4 BARCODING PRINT SPECIFICATIONS

### 4.1 The Postal Address File (PAF)

The PAF is a national reference file which contains all the addresses to which Australia Post delivers and their associated unique Delivery Point Identifier (DPID).

The PAF is released each quarter to approved AMAS software suppliers in accordance with the following release schedule.

PAF version	Release to AMAS vendors	Issue to end users	PAF expiry date
YYYYY.1	15 October	15 November	31 March
YYYYY.2	30 January	28 February	30 June
YYYYY.3	1 May	31 May	30 September
YYYYY.4	1 August	31 August	31 December
YYYYY.5	15 October	15 November	31 January

AMAS software suppliers are required to supply end-users with the latest version of the PAF within 30 days from the end of the month of the updates being supplied to them. This provides end-users with a minimum of one month to install the new data files and test their systems. It is not necessary to wait until the last permissible use date before the updated release of the PAF is used.

#### 4.1.1 PAF Incremental Changes File

The PAF Incremental Changes File (ICF) is a list of DPIDs where changes have occurred to addresses between one release of the PAF to the next. It is designed to assist organisations that store DPIDs within databases and maintain their currency of these DPIDs against the latest version of the PAF.

The PAF ICF is readily available through AMAS Vendors.

#### Record Action Codes

The PAF ICF contains *DPIDs*, *Record Action Codes* and *Address Component Indicators*.

The record action code signifies the type of change that has occurred to the associated address details of this DPID since the previous PAF was released.

The address component indicators signify which address components have changed.

The record action code	What it means
D (Delete)	The DPID and its associated address components have been deleted since the previous PAF was released.
M (Modify)	Some associated address components in the PAF have changed since the previous PAF was released. These records will contain values in the address component indicator fields to indicate which address fields have changed.
P (Primary)	The secondary address components associated with this Primary Point have either been modified or additional secondary points have been added.

The PAF ICF does not contain the DPID of any inserts. That is, it does not contain details of any new DPIDs that have been added to the PAF since the previous PAF was released.

### DPID validation with the PAF Incremental Changes File

To maintain the currency of DPIDs stored in your database in order to obtain postal discounts, all addresses must be re-validated against the latest version of the PAF or processed by exception by using the PAF ICF.

To ensure the correct usage of the PAF ICF, the following process must be employed:

- 1 Any DPIDs contained within the PAF ICF that are also stored within a customer's database must be removed from that database.
- 2 Those address records that have had their associated DPID removed may then be rematched against the latest PAF using AMAS approved address matching software.

### Availability of the PAF ICF

The PAF ICF is made available with every general release of the PAF for production purposes.

It is released to all AMAS Software Developers and they are encouraged to develop software to assist their customers with resolving their unmatched addresses through its use. AMAS Software Developers developing software solutions using the PAF ICF must ensure the correct process is used for updating the DPID of address records where the DPID matches one contained in the PAF ICF.

The AMAS Program reserves the right to withdraw the use of the PAF ICF at any time if there is evidence that it is being used incorrectly resulting in DPIDs not being current against the latest version of the PAF.

## PAF address amendments

In some instances the original address has been amended to match an address in the Postal Address File (PAF). You may choose to print either the original address as presented to the AMAS software, or the amended address as recorded in the PAF.

## Matching below a DPID




In selected rural and remote locations Australia Post will permit AMAS software to assign a *Delivery Identifier* (DID). When an address record has been assigned a DID, the article should be presented in the correct sort plan.

## 4.2 Printing the barcode

The 4-state barcode must follow a particular barcode structure and format, as well as specific printing requirements as specified by Australia Post. This is to ensure the barcode is of a suitable standard for the Australia Post sorting equipment to read and process the barcoded articles efficiently.

### 4.2.1 Barcode length

When printed, each 4-state barcode has a minimum and maximum size it must comply with, as outlined below.

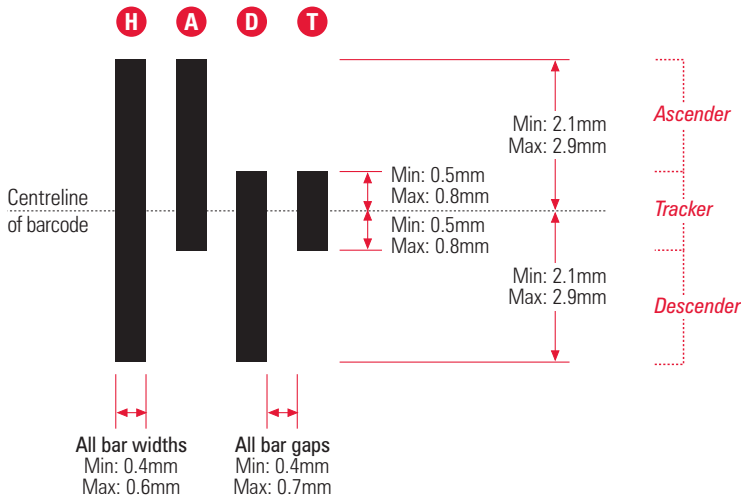
Barcode format	Minimum – maximum length
37	Min. 37.0mm – Max. 42.2mm 
52	Min. 52.2mm – Max. 59.5mm 
67	Min. 67.5mm – Max. 76.8mm 

## 4.2.2 Bar dimensions

The individual bars and spaces within the barcode have their own minimum and maximum measurements. These are important because any major variations can cause the sorting equipment to reject the mail article.

Each of the four types of bars has a minimum and maximum width and height, and the bar gap (space between bars) has a minimum and maximum width.

Barcode element	Width (minimum – maximum)	Total height (minimum – maximum)
<b>H</b>	0.4mm – 0.6mm	4.2mm – 5.8mm
<b>A</b>	0.4mm – 0.6mm	2.6mm – 3.7mm
<b>D</b>	0.4mm – 0.6mm	2.6mm – 3.7mm
<b>T</b>	0.4mm – 0.6mm	1.0mm – 1.6mm
Bar gap (space)	0.4mm – 0.7mm	—



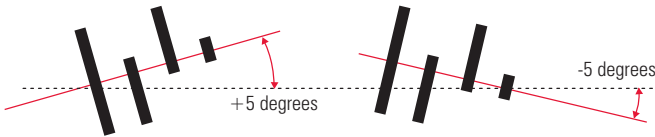
## 4.2.3 Barcode skew

When a barcode is printed on an article, occasionally it may not be printed straight (“skewed”). This can happen if the article was not lined up correctly when moving through the printer or the article shifted during the print process.

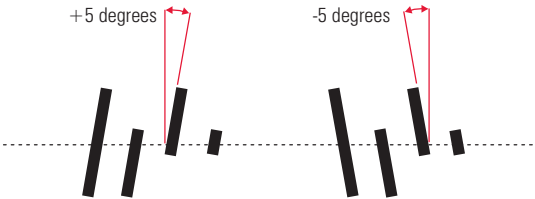
A certain amount of skew (called “tolerance”) is allowed provided it is less than  $\pm 5$  degrees, as the sorting equipment is still able to read slightly skewed barcodes without causing any processing issues.

There are two types of skew:

**Code skew** – where the barcode is skewed in relation to the bottom edge of the article.



**Bar Skew** – where individual bars are skewed in relation to the centre line of the barcode.



If a barcode is skewed both ways (code and bar), the combined skew must be less than 5 degrees.

## 4.2.4 Reflectance

“Reflectance” is the degree to which light reflects from a surface. Barcode reader devices are sensitive to the reflectance of the following:

- the printed barcode
- the space around the barcode
- the window material through which barcodes are scanned.

### Spectral range

Barcode reader devices operate within the spectral range of 400 to 650 nanometers. Within this range, the following measurements must be met:

- maximum bar reflectance (Rb) is 25 per cent
- minimum space reflectance (Rs) is 50 per cent.

The reflectance difference (MRD) must be greater than 50 per cent, where MRD is defined as follows:

$$\text{MRD} = R_s - R_b > 50 \text{ per cent}$$

The Print Contrast Signal (PCS) must be greater than 0.75 where PCS is defined as follows:

$$\text{PCS} = \frac{R_s - R_b}{R_s} > 0.75$$

### Opacity of the substrate

The material on which the barcode is printed (the “substrate”) must be opaque, to prevent unwanted information showing through and obscuring the barcode. This requirement is met if the MRD is at least 50 per cent when the material is backed with a black surface having a reflectance below 5 per cent.

## 4.2.5 Barcode Quality Program

Australia Post provides the Barcode Quality Program (BQP) to both customers and suppliers to test the quality of barcodes prior to the print production stage. Information relating to the Barcode Quality Program is available on the Australia Post website at [auspost.com.au/bqp](http://auspost.com.au/bqp)



## 5 LARGE VOLUME LODGEMENTS (INCLUDING LINEHAUL)

### 5.1 Large volume lodgements overview

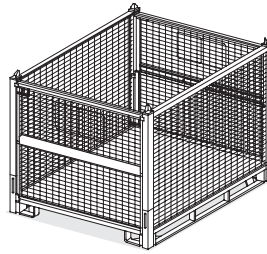
Large volume lodgements apply to Print Post when there are 10,000 or more articles within a lodgement.

The diagram below illustrates the steps to lodge large volumes of Print Post. Each requirement is covered in detail throughout the section.

1 Arrange the **letter trays** into the ULDs 5.4



2 Print and affix **ULD labels** for each ULD 5.5



▶ See section 3.6.5 Lodgement in ULDs

### 5.2 Advance notification of large lodgements

Due to limited spare capacity at some lodgement facilities you are requested to provide advance notice to the Officer-In-Charge of the facility for lodgements over 50,000 articles, no later than Friday of the week prior to lodgement.

If you make regular lodgements at the same facility you can request a standing lodgement arrangement and avoid the need for notification.

## 5.3 ULD sorting

The table below summarises the three different ways in which articles can be presented within a ULD.

ULD sort level	ULD to contain:
Single Sort Division	Articles for a single PSI. For example, all articles for PSI 205.
Multi Local Sort Division	Articles for more than one PSI serviced by the same destination facility. Local Sort Division prices apply when: <ul style="list-style-type: none"> <li>• the PSIs within the ULD are separated by an approved method</li> <li>• each PSI is identified on the ULD.</li> </ul> A Local Sort Division <i>cannot</i> be contained in more than one mixed ULD. For example, articles for PSI 205, PSI 207 and PSI 208.
Mixed (no sortation) and Residue	Articles for a mixture of PSIs or sort categories with no other sorting and Residue.

### 5.3.1 Topping up ULDs

If there is spare capacity in the ULD, you may top-up with Print Post articles for different Sort Divisions and Residue subject to the following conditions:

- Articles topping-up spare capacity in the ULD must be loaded on top of the Local Sort Division articles for processing at the destination mail centre
- ULDs containing a mix of Metro and Country articles must terminate at a metropolitan letter processing facility
- ULDs containing mixed Country destinations may terminate at a Metro or Country letter processing facility
- Arrange articles for each particular Sort Division to form complete horizontal layers. (See section 5.4.4.)

## Large volume lodgements (including Linehaul)

### 5.3.2 Consolidation

Consolidation refers to Print Post bundles and trays from different jobs generated by various publishers into a common ULD. Only articles of the same size category can be consolidated – Small articles cannot be consolidated with Large articles. Each bundle or tray must contain the same publication.

Prices for consolidated lodgements are determined by the level of sorting and presentation of the articles. Consolidation is permitted prior to lodgement with Australia Post provided that approved supporting documentation is supplied with the lodgement.

Each lodgement within a consolidated lodgement requires a *Print Post Supporting Document*, irrespective of the number of articles.

Each ULD of a consolidated lodgement requires:

- A ULD Label affixed listing each of the job numbers and publication titles ❶ contained by the ULD (refer following example)

To:	Dandenong Letter Facility 120 Nathan Rd DANDENONG SOUTH VIC 3175
Date:	1/4/2011
ULD number:	1 of 2
ULD weight:	453kg
PreSort Indicators:	313 314 315 316 Residue
Job no.s:	Publication titles:
145	ABC Magazine
158	Publication XYZ
153	Newsletter 123
Total articles:	1074

- A *Consolidated Supporting Document* detailing the contents of the ULD (refer following example).

## Large volume lodgements (including Linehaul)

### ▼ Example Consolidated Supporting Document layout

<b>Consolidated supporting document</b>		Date: 1/4/2011			
Customer name: XYZ Mail House		ULD number: 1 of 2			
		Total weight of articles: 450.6 kg			
Job number: 145					
Publication title: ABC Publication		Weight per article: 110g			
PreSort Indicator	Sort Division	LPD	SPD	Residue	Total
150	Canberra MC; All	250	78	66	394
290	Murray Reg MSC; All	160	98	32	290
298	Riverina MSC; All	213	15	48	276
					<b>Total 960</b>
Job number: 153					
Publication title: 123 Magazine		Weight per article: 53g			
PreSort Indicator	Sort Division	LPD	SPD	Residue	Total
150	Canberra MC; All	1254	152	45	1451
290	Murray Reg MSC; All	562	551	51	1164
298	Riverina MSC; All	468	568	456	1492
					<b>Total 4107</b>
Job number: 158					
Publication title: XYZ Newsletter		Weight per article: 105g			
PreSort Indicator	Sort Division	LPD	SPD	Residue	Total
150	Canberra MC; All	420	115	156	691
290	Murray Reg MSC; All	156	321	—	477
298	Riverina MSC; All	389	125	—	514
					<b>Total 1682</b>
<b>Total articles in ULD</b>		<b>6747</b>			

If you are concerned that your ULD labels or Consolidated Supporting Document do not satisfy all service requirements you can request approval of the format by providing a sample to [BQPHelp@auspost.com.au](mailto:BQPHelp@auspost.com.au) or to:

Australia Post  
Business Letter Services  
GPO Box 1777  
MELBOURNE VIC 3001

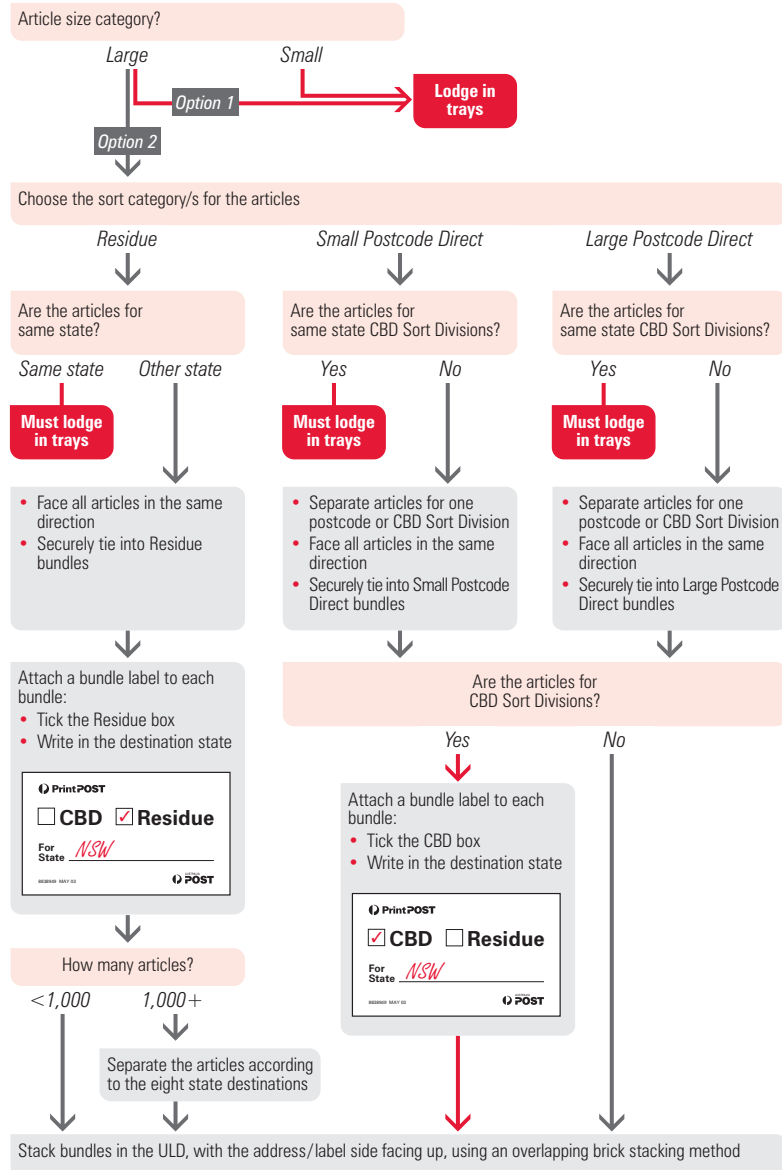
## 5.4 Arranging articles into ULDs

Articles can be arranged in ULDs in a number of ways, depending on article sizes.

Size category	How to arrange articles in ULDs
Small articles	<ul style="list-style-type: none"><li>• Prepare small letter trays, with the tray label attached.</li><li>• Stack the trays in the ULD with the tray labels facing outwards.</li></ul>
Large articles	<p><b>Option 1 – trays in ULDs</b></p> <ul style="list-style-type: none"><li>• Prepare large letter trays, with the tray label attached.</li><li>• Stack the trays in the ULD with the tray labels facing outwards.</li></ul>
	<p><b>Option 2 – bundles in ULDs (with prior approval)</b></p> <div style="border: 1px solid red; padding: 5px;"><p><i>Do not use for:</i></p><ul style="list-style-type: none"><li>• <i>Residue to same state</i></li><li>• <i>Small Postcode Directs to same state CBD Sort Divisions</i></li><li>• <i>Large Postcode Directs to same state CBD Sort Divisions.</i></li></ul></div> <ul style="list-style-type: none"><li>• Bundle articles securely.</li><li>• If the articles are for other state Residue or CBD Sort Divisions, attach a Bundle Label.</li><li>• Brick stack the bundles in the ULD.</li></ul> <p><i>Refer to the following sections for details on bundling, bundle labels and brick stacking.</i></p>

# Large volume lodgements (including Linehaul)

## ▼ Summary flowchart for sorting large article bundles in ULDs



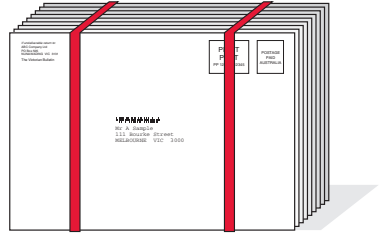
# Large volume lodgements (including Linehaul)

## 5.4.1 Bundling of articles in ULDs

Requires prior approval.

Secure with two vertical bands, as shown.  
Australia Post prefers rubber bands.

The minimum bundle sizes depend on the article weight.



Article size/weight	Minimum bundle size for stacking in ULDs
Small	<i>Not available – these must be presented in trays</i>
Large	
up to 125g	15 articles
over 125g up to 500g	10 articles
over 500g up to 1kg	5 articles

The maximum bundle weight is 16kg.

If the articles are for Residue or CBD Sort Divisions, attach a *ULD CBD/Residue Bundle Label* (8838949) to each bundle.

- 1 Tick the CBD box or the Residue box as appropriate.
- 2 Write the destination state in the For State space.

**PrintPOST**

**CBD**     **Residue** ← 1

For State NSW ← 2

8838949 MAY 03      AUSTRALIA POST

## Large volume lodgements (including Linehaul)

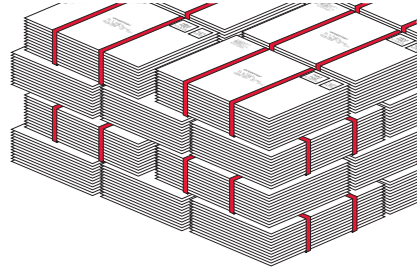
### 5.4.2 Residue in ULDs – state separation

Where residue volumes are 1,000 or more articles, separate and clearly identify each state according to the following eight states as defined in the Print Post Sort Plan: NSW, ACT, VIC, QLD, SA, WA, TAS and NT.

### 5.4.3 Brick stacking

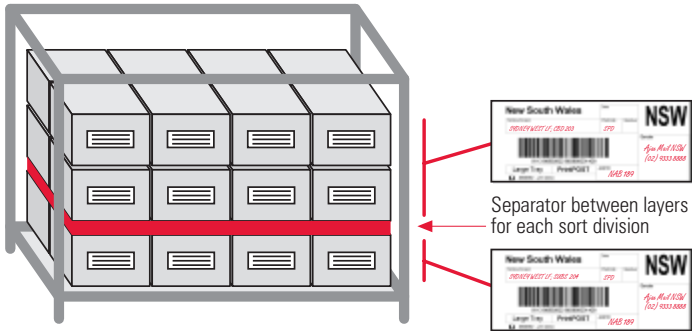
*Requires prior approval.*

Brick stacking is a term that describes how the articles are positioned into the ULD. It involves stacking the bundles in an overlapping fashion.



### 5.4.4 Separation of layers

When preparing ULDs that are “topped-up” (see section 5.3.1), or “linehauled” (see section 5.6.1), arrange letter trays or brick stacked articles for a particular sort division to form complete layers. Separate each sort division layer from the rest of the ULD using an approved separator such as cardboard.



## Large volume lodgements (including Linehaul)

### 5.5 ULD labelling

Once stacking of the ULD is complete, a label needs to be attached to the ULD. Australia Post does not provide preprinted ULD labels, so you need to produce your own. The label must be a minimum of 135mm x 90mm and follow the layout recommended below.

- ❶ **Destination** – The postal facility that the ULD is being sent to.
- ❷ **Lodgement date** – This is optional but must be the correct date of lodgement if shown.
- ❸ **ULD number**
- ❹ **Gross weight** – The gross weight of the ULD (including the ULD itself). If you do not have suitable weighing equipment available then you should make an estimate that includes the weight of the ULD (approx. 100kg), the letter trays and the articles themselves. Estimated weights should be identified with the word ESTIMATE written directly following the weight (as shown).
- ❺ **PSI** – The PSI sort division(s) contained within the ULD.
- ❻ **Job number** – The job number (or numbers, if consolidated) contained in the ULD. These are created by and relevant to you and should match with lodgement documentation.
- ❼ **Publication titles** – Title of publication (or publications, if consolidated) contained in the ULD.
- ❽ **Total articles** – The total number of Print Post articles contained in the ULD.

To:	Dandenong Letter Facility 120 Nathan Rd DANDENONG SOUTH VIC 3175	❶
Date:	1/4/2011	❷
ULD number:	1 of 2	❸
ULD gross weight:	467kg ESTIMATE	❹
PreSort Indicators:	313 314 315 316 Residue	❺
Job no.:	145	❻
Publication titles:	ABC Magazine	❼
Total articles:	1104	❽

### 5.6 Linehaul

Linehaul is a freight transport service available for use with Print Post. It allows you to pay Australia Post (or a private freight service) to transport lodgements to an interstate gateway facility to access the cheaper same state or Local Sort Division rates.

#### Gateway facilities

CANBERRA MC 8 Nyrang Street FYSHWICK ACT 2609	SYDNEY WEST LF 2 Weeroona Road STRATHFIELD NSW 2135
DANDENONG LC 120 Nathan Road DANDENONG SOUTH VIC 3175	NORTHGATE MC 129 Toombul Road NORTHGATE QLD 4013
ADELAIDE MC 272 Gouger Street ADELAIDE SA 5000	PERTH MC Perth Business Centre 125 Stirling Street PERTH WA 6000
HOBART MC 57 Mornington Road MORNINGTON TAS 7018	DARWIN MC 354 Stuart Highway WINNELLIE NT 0820

These facilities are also identified in the Print Post Sort Plan by a ♦ symbol.

A Linehaul fee is charged by Australia Post. This fee is determined by the pickup and delivery point. For further information on pricing for Linehaul charges, contact your Australia Post account manager.

When Australia Post is used to Linehaul articles, the articles are contained in Unit Load Devices (ULDs). To facilitate the charging of the ULD transport a *ULD Supporting Document/Linehaul Mailing Statement* is required. It records the number of ULDs for each destination mail centre, as shown in the example on the following page. An example of a ULD Supporting Document can be downloaded from [auspost.com.au/printpost](http://auspost.com.au/printpost).

The ULD Supporting Document for linehailed lodgements is additional to the lodgement documentation stipulated in section 3.6.

The delivery standard for articles that have been Linehailed commences when the ULD arrives at the gateway facility for processing.

# Large volume lodgements (including Linehaul)

## ▼ Example ULD Supporting Document/Linehaul Mailing Statement

The minimum description requirements are:

- 1 State
- 2 Facility
- 3 Number of ULDs

ULD supporting document/linehaul mailing statement							
Date: 1/4/2011							
Customer name: XYZ Mail House				Charge account: 00112233			
Job number: 145				Publication title: ABC Magazine			
STATE - MAIL FACILITY / LOCATION	LPD qty	SPD qty	Residue qty	Total qty	Total weight	No. ULDs	LOCAL Sort Division PSIs
NSW Sydney West LF	57,302	1,303	882	59,487	7,138	15	203, 204, 205, 206, 207, 208, 209
NSW Hunter Region MC / Warabrook	10,281	433		10,714	1,286	3	262
NSW Central West MC / Western Plains / Kelso	5,104	613		5,717	686	2	258, 292
NSW South Coast MC / Wollongong	3,575	65		3,640	437	1	270
NSW Northern Rivers MSC / Casino	3,387	87		3,474	417	1	294
NSW Mid Nth Coast MSC/ Kempsey	4,025			4,025	483	1	295
NSW New England MSC / Tamworth	3,472	389		3,861	463	1	293
ACT Canberra MC / Fyshwick	7,081	350		7,431	892	2	150 - ACT Residue to SWLF
ACT Murray Region MSC / Lavington	1,491	281		1,772	213	1	190
ACT Riverina MSC / Wagga Wagga	2,638	387		3,025	363	1	198
VIC Dandenong LC	38,276	1,586	1,393	41,255	4,951	10	313, 314, 315, 316
VIC Geelong MC	4,745	508		5,253	630	2	350
VIC Ballarat MC	2,783	648		3,431	412	1	360
VIC Bendigo MC	3,384	628		4,012	481	1	368
VIC Gippsland MC / Morwell	3,846	792		4,638	557	2	380
VIC Seymour MC	3,298	869		4,167	500	2	374
QLD Northgate MC	15,413	212	557	16,182	1,942	4	419, 430, 440
QLD Underwood MC	11,879	355		12,234	1,468	3	410
QLD Gold Coast MC / Bundall	7,324	244		7,568	908	2	450
QLD Heathwood DF	2,756	113		2,869	344	1	420
QLD Toowoomba MC	5,108	892		6,000	720	2	454
QLD Sunshine Coast MC / Nambour	5,344	192		5,536	664	2	480
QLD Rockhampton MC	2,949	316		3,265	392	1	470
QLD Townsville MC	4,299	182		4,481	538	2	460
QLD Mackay MC	2,819	223		3,042	365	1	466
QLD Cairns MC / Bungalow	4,034	252		4,286	514	2	459
SA Adelaide MC	22,588	2,408	751	25,747	3,090	7	520, 524
WA Perth MC	29,664	2,903	1,096	33,663	4,040	9	610, 628, 630
NT Darwin MC / Winnellie							85
TAS Hobart MC	4,008	318	257	4,583	550	2	710, 731
TAS Launceston MC	5,203	413		5,616	674	2	717, 730
<b>Total articles ULDs and charge</b>	<b>278,076</b>	<b>17,962</b>	<b>4,936</b>	<b>300,974</b>	<b>36,117</b>	<b>86</b>	

1

2

3

### 5.6.1 Preparing a ULD for linehaul

If there is spare capacity in the ULD containing Local Sort Division articles for processing at the destination mail centre, you may top-up the ULD with Print Post articles for different Sort Divisions subject to the following:

- A minimum of 100 identical Print Post articles for each mail centre is required<sup>1</sup>
- Articles contained within a ULD must all terminate in the same state
- CBD Sort Division articles and Residue articles must terminate at a designated gateway mail centre for that state
- ULDs containing a mix of Country and Metro articles must terminate at a metropolitan mail centre
- ULDs containing mixed country destinations may terminate at a metro or country mail centre
- Articles topping-up spare capacity in the ULD must be loaded on top of the Local Sort Division articles for processing at the destination mail centre
- Arrange articles for each particular Sort Division to form complete horizontal layers. (See section 5.4.4.)

### 5.6.2 Consolidation and linehaul

Consolidated lodgements may be linehailed using Australia Post transport. The linehaul fee will be charged to the mailing agent's Business Credit Account.

The ULD Supporting Document must list each of the job numbers and publication titles contained in the consolidated lodgement.

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<sup>1</sup> Any variation must be approved by the officer in charge at the lodgement facility prior to lodgement.

## 6 PRINT POST SERVICE TERMS AND CONDITIONS

### 1 Introduction

- 1.1 These Special Service terms and conditions are supplementary to the *Australia Post Terms and Conditions*<sup>1</sup> and to the extent that any aspect of this Service is not expressly included herein, the Australia Post Terms and Conditions apply.
- 1.2 These Special Service terms and conditions apply when:
  - 1.2.1 a Customer makes a written application to use the Service in or on a form prescribed by Australia Post for that purpose;
  - 1.2.2 Australia Post accepts that application; and
  - 1.2.3 the Customer pays the fee, charge, premium, rate or price charged by Australia Post for the special service.

### 2 Interpretation

- 2.1 Except where expressly defined, all capitalised words and phrases used in this Agreement shall have the same meaning given to them in Act or in the Australia Post Terms and Conditions provided that where there is any inconsistency, the meaning shall be as defined in this Agreement to the extent of that inconsistency.
- 2.2 In these terms and conditions unless the contrary intention appears:
  - 2.2.1 other grammatical forms of defined words or phrases have corresponding meanings;
  - 2.2.2 a reference to one gender includes the other; and
  - 2.2.3 the singular includes the plural and vice versa.
- 2.3 “**Act**” means the *Australian Postal Corporation Act 1989* (Cth) (as amended from time to time) and any regulations made under that Act;
- 2.4 “**Agreement**” means an agreement between Australia Post and a Customer pursuant to Clause 1.2;
- 2.5 “**Article**” means a Publication together with any Supplements Lodged by the Customer with Australia Post for carriage under the Service (and includes the envelope, container or wrapper containing those items);
- 2.6 “**Customer**” means a Person controlling the editorial content, quantity and distribution of the publications approved for the Service, who from time to time is approved by Australia Post as a customer of the Service and any permitted transferee in respect thereof;
- 2.7 “**Guide**” means the Print Post Service Guide, a publication issued by Australia Post that sets out the details and requirements of the Service (as amended from time to time);
- 2.8 “**Mailing Statement**”; means a written statement in a form prescribed by Australia Post and containing such details about Lodgement of Articles under this Agreement as Australia Post may require from time to time;
- 2.9 “**Publication**” means a newspaper, magazine or catalogue that complies with the requirements set out in the Guide and is approved by Australia Post for the Service;
- 2.10 “**Service**” means the Print Post Service which is a Special Service for Delivery of addressed and approved Publications throughout Australia;
- 2.11 “**Supplement**” means a supplement included with the Publication in an Article which complies with the requirements set out in the Guide.

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<sup>1</sup> The Australia Post Terms and Conditions are available for perusal at Australia Post retail outlets and on Australia Post’s website at [auspost.com.au](http://auspost.com.au)

### **3 Period of Service**

- 3.1 This Agreement shall remain in force until cancelled by written notice from the Customer to Australia Post or terminated by Australia Post pursuant to these terms and conditions.

### **4 Warranty**

- 4.1 The Customer warrants that it has completed a Print Post Publication Number Application form and the Publication has been approved by Australia Post for carriage under the Service and issued with a Print Post Publication Number and that Articles lodged pursuant to the Service will comply with any mailing conditions and any other written instruction advised by Australia Post to the Customer from time to time, and in particular such Articles (including any Supplements) shall:
- 4.1.1 not be, or contain, a Letter reserved to Australia Post as defined in the Act;
  - 4.1.2 comply with the shape, Weight, dimensional and bundling requirements set by Australia Post for Articles carried by the Service;
  - 4.1.3 be accompanied by an accurately completed mailing statement;
  - 4.1.4 comply with all relevant State and Federal laws and regulations, the Service requirements contained in the Guide and other directions issued by Australia Post regarding the Service; and
  - 4.1.5 be Lodged in minimum volumes of 100 Articles and at times agreed with or convenient to the Office of Lodgement.

### **5 Rates and Charges**

- 5.1 The Customer shall pay to Australia Post the Postage rates and any fees for the carriage of Articles by the Service as determined by Australia Post.
- 5.2 The Customer acknowledges that where an Article is undeliverable and is returned to the customer (or other person nominated in the return address), the Customer is liable for payment of the following Postage charges for the return:
- 5.2.1 for small Articles, the published Ordinary Small Letter prices will apply;
  - 5.2.2 for large Articles up to 500g, the published Ordinary Large Letter prices for a given Weight will apply; and
  - 5.2.3 for Articles over 500g, the published Basic Charge (same state) for Regular Parcels over 500g will apply.

(Where a person other than the Customer is nominated in the return address and has separately agreed with Australia Post to pay the Customer's return charges, the Customer indemnifies Australia Post in respect of any failure by the other person to pay those charges.)

### **6 Termination**

- 6.1 Where the Customer fails to observe or perform any of the terms, covenants or obligations contained in these terms and conditions, Australia Post may terminate this Agreement upon reasonable written notice to the Customer.
- 6.2 Australia Post may at its discretion and for any reason whatsoever terminate approval to use the Service upon 30 days' notice in writing to the Customer.
- 6.3 Notwithstanding revocation or termination of approval pursuant to clause 6.1 or 6.2, the former Customer shall be liable to pay to Australia Post any Postage due pursuant to clause 5.

## **7 Other Services**

- 7.1 Subject to clause 7.2, the Service is unavailable for use in conjunction with any other service offered by Australia Post.
- 7.2 The Customer may use the Reply Paid service in conjunction with the Service. The terms and conditions governing the use of the Reply Paid service shall apply to the Customer to the extent that such terms and conditions are not inconsistent with the terms and conditions contained herein.

## **8 Right of Inspection**

- 8.1 Where so required, a person Lodging Articles for delivery by the Service shall permit Australia Post to open samples of a Lodgement, at the time of Lodgement, to ensure the contents are in accordance with any mailing conditions and any other written instructions advised by Australia Post to the Customer from time to time.

## **9 Variation**

- 9.1 These terms and conditions may be waived, varied or added to by Australia Post giving reasonable notice in writing, or as agreed in writing by the parties.

## **10 Notice**

- 10.1 Any notice required to be served by or under these terms and conditions shall be sufficiently given to the Customer if left at or sent by post addressed to the Customer at its last known or usual place of address and, to Australia Post, if sent by post to Manager, Sales, Australia Post in the capital city of the State in which the approval was granted.

## **11 Limitation of Liability Release and Indemnity**

- 11.1 Subject to clause 11.2 and Australia Post Terms and Conditions, Australia Post shall not be liable to any person (whether in contract, tort or otherwise) for any loss or damage suffered, or that may be suffered, as a result of any act or omission, whether negligent or otherwise, by or on behalf of Australia Post in relation to the provision of the Service, or any other matter or thing relating to this Agreement.
- 11.2 To the extent permissible by law, Australia Post expressly disclaims all conditions and warranties, express or implied, in respect of the Service and the carriage of articles pursuant to this Agreement. Where the law precludes such exclusion and implies certain conditions and warranties into this Agreement, the liability of Australia Post for breach of such condition or warranty shall be limited, where legally permissible, at the option of Australia Post, to one of the following:
  - 11.2.1 supplying the Service again; or
  - 11.2.2 payment of the cost of having the Service supplied again.
- 11.3 The Customer shall release and indemnify Australia Post against any loss or damage whatsoever which Australia Post may suffer as a result of any action, proceeding, claim, demand or prosecution arising from the provision of the Service, or any other matter or thing arising as a result of this Agreement, including loss or damage arising from the negligent acts or omissions of Australia Post, pursuant to this Agreement.

## **12 Force Majeure**

- 12.1 Australia Post shall not be in default under the terms of this Agreement nor liable for failure to observe or perform in accordance with any provision of this Agreement for any reason or cause which could not with reasonable diligence be controlled or prevented by it, including without limitation, war, insurrection, riot, civil commotion, strikes, lock-outs, labour or industrial disputes, acts of God, acts of Governments, flood, storm, tempest, power shortages or power failure and inability to obtain sufficient labour, raw materials, fuel or utilities. During the period of an incident or incidents of "Force Majeure" this Agreement shall be suspended and Delivery will recommence after the incident or incidents of "Force Majeure" end.

## **13 Merger**

- 13.1 All the rights, immunities and limitations of liability in this Agreement shall continue to have their full force and effect in all circumstances notwithstanding any breach of contract or of any conditions hereof by Australia Post.

## **14 Conditions of Carriage**

- 14.1 This Agreement shall not constitute or imply any agreement between Australia Post and the Customer (or any undertaking or obligation whatsoever on the part of Australia Post) with respect to the carriage of any postal article. The Act, and the Australia Post Terms and Conditions and other written instructions published by Australia Post shall apply to the carriage of Articles Lodged pursuant to the Service except to the extent that they are inconsistent with this Agreement.

## **15 Law**

- 15.1 This Agreement is governed by, and shall be construed in accordance with the laws in force in the State of Victoria and the courts and registries of courts in that State shall have jurisdiction in the event of a dispute.

## **16 Whole of Agreement**

- 16.1 Subject to clauses 1.1 and 14.1, this Agreement contains the whole of the agreement between the parties in relation to the Service and any representation or warranty made by either party prior to entering into this Agreement shall have no force or effect.

## **17 Severance**

- 17.1 Part or all of any term and condition of this Agreement that is illegal or unenforceable may be severed from this Agreement and the remaining provisions of this Agreement will continue in force.

## 7 PRINT POST REQUIREMENTS AND SPECIFICATIONS

### 1 Definitions

The following definitions apply in this Schedule:

- (a) **“Address Block”** means an area on a Publication or Supplement that is visible in its entirety:
- (i) on the exterior of the Article (containing the Publication or Supplement); or
  - (ii) through a transparent address window when the Article (containing the Publication or Supplement) is enclosed within an envelope, packet, parcel, container or wrapper.
- (b) **“Addressee”** means the particular person or address to whom an Article is Directed.
- (c) **“Addressee Details”** means any or all of the following details regarding the Addressee:
- (i) the name of the Addressee;
  - (ii) the name, title or position of the individual within the Addressee organisation for whose attention the Article is intended;
  - (iii) the address of the Addressee (or any instructions for delivery to the Addressee);
  - (iv) a delivery point identifier contained within a PreSort barcode applicable to the address of the Addressee and used in accordance with the Australia Post Terms and Conditions; and
  - (v) a barcode or reference number assigned to the Addressee by the Sender and used for the purposes of delivering Articles to the Addressee, dealing with Articles returned to the Sender from the Addressee or maintaining address records in respect of the Addressee.
- (d) **“Content Requirements”** means the following essential requirements regarding the content of a Supplement:
- (i) A Supplement must not be predicated upon a Pre-existing Relationship that is recalled in, and is relevant to, the communication;
  - (ii) A Supplement must not be personal to the degree of being predicated upon a Pre-existing Relationship that is recalled in, and is relevant to, the communication;
  - (iii) A Supplement must be wholly impersonal and must not contain a communication targeted to the Addressee based on criteria which that particular person happens to meet;
  - (iv) A Supplement must be expressed in language of general application and in an impersonal tone in the sense that:
    - (A) it does not purport to link its content in any way to the particular situation of the Addressee; and
    - (B) it does not contain a communication to the Addressee as a particular person;
  - (v) A Supplement must be a communication that:
    - (A) is capable of standing alone and being completely understood and appreciated by the intended recipient, whether or not it contains Addressee Details; and
    - (B) is not likely to be reduced or diminished in meaning by the absence of Addressee Details;

- (vi) A Supplement must not be of itself or contain a Letter relating to Goods. However, a Supplement may contain a communication from the Sender to the Addressee:
  - (A) requiring or acknowledging payment for the Publication being carried by the Service;
  - (B) inviting notification of any change to Addressee Details; or
  - (C) inviting subscription or re-subscription to the Publication being carried by the Service.
- (e) **“Direct”** means to direct the delivery of an Article to a particular person or address by means including but not limited to addressing the Article to the particular person or address.
- (f) **“Form Characteristic”** means any of the characteristics considered in ordinary usage to be a common (but not essential) characteristic of a Traditional Letter. It includes, but is not limited to, any one or more of the following characteristics:
  - (i) the use of Letterhead;
  - (ii) the appearance of both:
    - (A) the date of the communication; and
    - (B) a subject line regarding the subject matter of the communication;
  - (iii) name, address or other details regarding the Addressee, other than Addressee Details which comply with the requirements contained in paragraph 4(b);
  - (iv) a Salutation;
  - (v) a Valediction;
  - (vi) a Signature;
  - (vii) Sender Details whether following Valediction and/or a Signature or contained elsewhere within the Article; or
  - (viii) a “PS”, postscript or similar feature.
- (g) **“Goods”** means property or possessions, saleable commodities, merchandise, items of merchandise or wares. It includes a sample, but does not include a catalogue or a Supplement.
- (h) **“Letter”** has the same meaning as given to “letter” in the Act, namely any form of written communication that is Directed to particular person or address and includes:
  - (i) any standard postal article (as that term is defined in the Act);
  - (ii) any envelope, packet, parcel, container or wrapper containing such a communication; and
  - (iii) any unenclosed written communication that is Directed to a particular person or address.
- (i) **“Letterhead”** means a printed heading on a sheet of paper containing the name, address or other details of an individual or organisation.
- (j) **“Pre-existing Relationship”** means a relationship between the Sender and the Addressee in existence at or prior to the time of delivery of the Article. It includes, but is not limited to, the following relationships:
  - (i) company / shareholder;
  - (ii) company / customer;

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- (iii) club, association, professional body / member;
  - (iv) educational institution / student (current or former);
  - (v) loyalty program operator / participant;
  - (vi) political representative or candidate / member of electorate; or
  - (vii) regulatory authority (eg. Australian Tax Office, Australian Securities and Investments Commission) / regulated party.
- (k) **“Production References”** means references appearing on a Publication or Supplement that relate to its preparation, printing, aggregation or compilation, but which form no part of the communication contained within the Publication or Supplement and which are not personalised or variable by reference to the particular circumstances of the individual Addressee.
- (l) **“Reserved Services”** means the activities that Australia Post has, because of section 29 of the Act, the exclusive right to engage in.
- (m) **“Salutation”** means a form of words by which one person greets another at the beginning of a Traditional Letter. It includes, but is not limited to:
- (i) a formal salutation such as “Dear Sir”, “Dear Madam”, “Dear [title and surname]” (eg. “Dear Ms Sample”), “Dear [first name]” (eg. “Dear Hamish”);
  - (ii) a generic salutation such as “Dear Sir/Madam”, “Dear Householder”, “Dear Occupant”, “Dear Shareholder”, “Dear Member”, “Dear Customer”, “Dear Cardholder”, “Dear Ratepayer”, “Dear Subscriber”, “Dear Shopper” etc;
  - (iii) an informal salutation such as “Hello”, “Hi”, “Greetings”, “Welcome”, “How are you?”, etc; or
  - (iv) a salutation that includes all or part of the name of the Addressee or the name, title or position of the individual within the Addressee organisation for whose attention the Article is intended.
- (n) **“Sender”** means the person sending, or seeking to send, the Article, Publication or Supplement (as the case may be).
- (o) **“Sender Details”** means any one or more of the following details regarding the Sender:
- (i) the name of the Sender;
  - (ii) the title or position of the individual within the Sender organisation from whom the Article originates;
  - (iii) the address of the Sender; and
  - (iv) other contact details in respect of the Sender (including but not limited to telephone or facsimile numbers, e-mail addresses or alternative delivery addresses).
- (p) **“Signature”** means the signature of the Sender or a representative of the Sender, whether or not the signature is in original or facsimile form.
- (q) **“Traditional Letter”** means a written communication Directed to a particular person or address, which falls within the traditional conception of a “letter” and is usually or traditionally sent by post or messenger.

- (r) **“Valediction”** means the closing words of a Traditional Letter, which commonly (but not always) follow the text of the communication and precede the Signature and / or the Sender Details. It includes, but is not limited to:
- (i) a formal valediction such as “Yours faithfully”, “Yours sincerely”, “Yours truly”, etc; and
  - (ii) an informal valediction such as “Regards”, “Kind regards”, “Thank You”, “Thanks”, “Good luck”, “See you soon”, “Cheers”, etc.

### **2 Conditions regarding Articles**

An Article lodged for carriage under the Service must satisfy the following mandatory conditions:

- (a) The Article must not be of itself, or contain, a Letter the carriage of which is within the Reserved Services. Notwithstanding this, the carriage of Articles lodged under the Service which are within the Reserved Services does not constitute a waiver or acceptance by Australia Post that the Articles are not reserved; and
- (b) A sample of Goods may only be included in an Article if the Article is not being used as a means of delivering Goods on a commercial or regular basis.

### **3 Conditions regarding Publication**

A Publication lodged for carriage under the Service must satisfy the following mandatory conditions:

- (a) The Publication must be approved by Australia Post for carriage under the Service and issued with a Print Post Publication Number;
- (b) The Publication must be a continuing periodical with a fixed title;
- (c) The Publication must be issued and distributed to recipients at least twice per annum;
- (d) All copies of the Publication must be identical in all respects save for:
  - (i) the contents of the Address Block (if any) on the Publication;
  - (ii) the appearance (in part or in full) of any of the following details on or within the Publication:
    - (A) the name of the Addressee;
    - (B) the name, title or position of the individual within the Addressee organisation for whose attention the Article is intended; or
    - (C) the address of the Addressee;
  - (iii) the appearance of any Production References on the Publication; and
  - (iv) the advertising contents of versions of the Publication to be delivered to different states or regions;
- (e) The Address Block (if any) on a Publication may not contain any information other than Addressee Details; and
- (f) A newsletter may be approved as a Publication for the purposes of this Agreement.

### **4 Conditions regarding Supplements**

One or more Supplements may be included with copies of an issue of a Publication, provided that each Supplement meets the following mandatory conditions:

- (a) All copies of a Supplement must be identical in all respects save for:
  - (i) the contents of the Address Block (if any) on the Supplement;
  - (ii) the appearance of any Production References on the Supplement; and
  - (iii) the advertising contents of versions of the Supplement to be delivered to different states or regions;
- (b) A Supplement may only contain Addressee Details:
  - (i) if the Addressee Details are contained entirely within the Address Block and are not reproduced in part or whole elsewhere on the Supplement;
  - (ii) if the Address Block does not contain any information other than Addressee Details; and
  - (iii) for the sole purpose of Directing of the Article to the Addressee (except in relation to a barcode or reference number as referred to in paragraph 1(c)(v) which may also be used for the other purposes referred to in that paragraph);

For the purposes of paragraph (iii), Addressee Details will not be present solely for the purpose of Directing the Article to the Addressee:

  - (iv) if the Addressee Details form an integral or incidental part of the communication contained within the Article; or
  - (v) if the removal of the Addressee Details from the Supplement would be likely to reduce or diminish the meaning of the communication or render the Article less capable of being understood or appreciated by the Addressee or by a member of the public at large;
- (c) A Supplement must not contain any of the Form Characteristics of a Traditional Letter; and
- (d) A Supplement must meet all of the Content Requirements.



### Approved colours for paper stock – see section 2.3.5

A general test is that the colours should come on or around the following range of 78 acceptable colour tones selected from the Pantone Matching System.

100	101	106	107	113	114	120	121	127	128	134	135	136
141	142	148	149	155	162	169	176	196	203	217	250	263
277	290	304	317	331	332	337	344	351	358	365	366	372
373	379	386	393	400	406	413	427	434	441	453	454	460
461	467	468	474	475	482	488	489	496	502	503	510	517
524	530	531	538	545	552	559	566	573	579	580	586	587

*The colours shown above are approximations only. Refer to official ink colour charts.*

This guide presents the Print Post service and explains its conditions of use. It is intended for the guidance of customers in preparing and lodging articles within Australia for carriage by Australia Post.

Although correct at the date of publication, conditions are subject to revision from time to time and services may be modified, added to or withdrawn. Up to date information may be obtained from any Australia Post retail outlet.

Approved by Manager Letters Portfolio - Postal Services.

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