

Unaddressed Mail

Local Government Area booking request



* symbol indicates required information

Booking request type* (select one)

- Standard** Unaddressed Mail – Local Government Area booking
▶ Email completed form to: **ums@auspost.com.au**
- Premium** Unaddressed Mail – Local Government Area booking
▶ Email completed form to: **premiumums@auspost.com.au**
For Premium bookings, the lodgement must be made one business day prior to the delivery week. Booking requests must be received no later than 5pm Wednesday before the requested delivery week.

1. Customer details

Organisation that is being promoted

Company name*

Address*

Postcode

Contact name*

Mobile number

Telephone number*

Fax number

Email*

2. Mailing agent / printer details (if applicable)

Only required if lodging articles with Australia Post on customer's behalf

Company name

Address

Postcode

Contact name

Mobile number

Telephone number

Fax number

Email

3. Article details*

Publication name (maximum 20 characters)

Publication type: (select one)

- Brochure Card Catalogue Coupon
 Envelope Flyer Magazine Sample
 Other (please specify)

3. Article details (continued)*

Article dimensions

Width (shortest dimension)

Length (longest dimension)

 mm X mm

Thickness per 100 articles

Weight per 100 articles

 mm grams

If article is not printed on paper or card, a sample will be required.

4. Surplus / shortage instructions*

Australia Post is not able to guarantee the exact number of delivery points in a postcode or locality at any given time. Please select one of the two options below to indicate how you want us to manage any surplus or shortage of articles: (select one)

- As per the general terms and conditions of the Unaddressed Mail service:
• shortfall supplied: deliver at the discretion of Australia Post
• surplus supplied: dispose of at the discretion of Australia Post.
- Surplus: pursuant to instructions agreed in writing with Australia Post – additional fees apply (exceptional circumstances only).

5. Special remarks

This is a free text field for any special remarks about your booking that are relevant to you for your future reference, for example, "Store ID number 1234", "Springfield – August catalogue", "Sale name: Christmas Promo". (maximum 50 characters)

Local Government Area

6. Booking details*

Preferred office of lodgement (optional – if no lodgement office is nominated then one will be assigned)

For Premium Unaddressed Mail bookings, the lodgement point must be in the same state as your required deliveries.

Address types:
(select all that apply)

Private

Business

Service type: (select either Regular or Select service options)

Regular service

Address types: Street Roadside PO Boxes Counter

Regular service is when a minimum of all available Private and/or Business Street and Roadside delivery points in an individual locality or postcode is selected. You can choose to include PO Box and/or Counter address types as a Regular service.

Select service

Address types: Street Roadside PO Boxes Counter

Deliver no more than articles in total

Customise and/or use a Campaign Targeter Tool postal round file

Select service applies when you decide to:

- exclude available Street and/or Roadside delivery points from your chosen localities or postcodes, or
- limit the amount of articles for delivery, ie using the 'Deliver no more than' box, or
- choose to deliver to postal rounds via Custom Booking or using the Campaign Targeter Tool.

Please provide additional detail in section 7. Contact the Unaddressed Mail service team if assistance on customised bookings is required.

Continued on page 2

