Disclaimer

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the date of publication, conditions are subject to revision from time to time and services may be modified, added to or withdrawn.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 post office.

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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!
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# Bulk mail services compared

## What can bulk mail services do for me?

- **Print Post**: Deliver approved regular publications, such as magazines or newsletters
- **PreSort Letters**: Deliver machine-addressed articles which are barcoded and sorted
- **Promo Post**: Deliver small PreSort Letters articles that are of a promotional nature
- **Charity Mail**: Deliver PreSort Letters articles at lower prices for approved charitable organisations

## What size articles can I send?

<table>
<thead>
<tr>
<th>Size</th>
<th>Print Post</th>
<th>PreSort Letters</th>
<th>Promo Post</th>
<th>Charity Mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Small</td>
<td>Small, Large&lt;br&gt;125, 175, 250, 300, 350, 400, 450, 500, 600, 700, 800, 900, 1kg</td>
<td>Small&lt;br&gt;125&lt;br&gt;Small Plus</td>
<td>Small&lt;br&gt;125&lt;br&gt;250 500</td>
<td>Small&lt;br&gt;125&lt;br&gt;125</td>
</tr>
</tbody>
</table>

## What weight articles can I send? (Pricing steps (g))

<table>
<thead>
<tr>
<th>Weight</th>
<th>Print Post</th>
<th>PreSort Letters</th>
<th>Promo Post</th>
<th>Charity Mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>125</td>
<td>125, 175</td>
<td>125</td>
<td>125</td>
<td>125</td>
</tr>
<tr>
<td>125</td>
<td>175, 250</td>
<td>175</td>
<td>175</td>
<td>175</td>
</tr>
<tr>
<td>125</td>
<td>250, 500</td>
<td>250</td>
<td>250</td>
<td>250</td>
</tr>
<tr>
<td>125</td>
<td>500, 700</td>
<td>500</td>
<td>500</td>
<td>500</td>
</tr>
<tr>
<td>125</td>
<td>700, 900</td>
<td>700</td>
<td>700</td>
<td>700</td>
</tr>
<tr>
<td>125</td>
<td>900, 1kg</td>
<td>900</td>
<td>900</td>
<td>900</td>
</tr>
</tbody>
</table>

## How fast is the delivery?

<table>
<thead>
<tr>
<th>Service</th>
<th>Print Post</th>
<th>PreSort Letters</th>
<th>Promo Post</th>
<th>Charity Mail</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Priority</strong>: Same state metro - next day</td>
<td>Same state metro - next day</td>
<td>Same state metro 2–3 days</td>
<td>(Small articles only): Same state metro - next day</td>
<td></td>
</tr>
<tr>
<td><strong>Regular</strong>: Same state metro 2–3 days</td>
<td>Same state metro 2–3 days</td>
<td>Same state metro 2–3 days</td>
<td>Same state metro 2–3 days</td>
<td></td>
</tr>
</tbody>
</table>

## What is the minimum volume of articles?

- **Print Post**: 100 articles
- **PreSort Letters**: 300 barcoded articles
- **Promo Post**: 4,000 barcoded articles
- **Charity Mail**: 300 barcoded articles

## Do I need to print barcodes?

- **Print Post**: Not required (Recommended only)
- **PreSort Letters**: Yes On at least 300 articles
- **Promo Post**: Yes On at least 4,000 articles
- **Charity Mail**: Yes On at least 300 articles

## Do I need to sort the articles?

- **Print Post**: Yes Bundles or trays for each postcode and delivery speed
- **PreSort Letters**: Yes Trays for each sort plan number
- **Promo Post**: Yes Trays for each sort plan number
- **Charity Mail**: Yes Trays for each sort plan number

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

- **Print Post**: Yes Apply for a Print Post Publication Number
- **PreSort Letters**: Yes PreSort Letters application process applies
- **Promo Post**: Yes
- **Charity Mail**: Yes Apply for a Charity Mail Approval Number

## How does the cost per article compare?

- **Print Post**: eg Small article, 125g
- **PreSort Letters**: 69%
- **Promo Post**: 79%
- **Charity Mail**: 60%

---

**Australia Post**

Print Post
<table>
<thead>
<tr>
<th>Clean Mail</th>
<th>Acquisition Mail</th>
<th>Imprint/Metered</th>
<th>Reply Paid</th>
<th>Impact Mail</th>
<th>Unaddressed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deliver machine-addressed smaller articles, without the need to barcode or sort them.</td>
<td>Deliver addressed (non-personalised) articles to reach prospects and acquire new customers.</td>
<td>Deliver imprinted or metered articles at a lower price than regular Full Rate mail, with no minimum volume.</td>
<td>Make it easy for your customers to respond.</td>
<td>Deliver creatively shaped articles – great for direct mail campaigns.</td>
<td>Deliver unaddressed leaflets, catalogues etc to all letterboxes in an area, at very low cost.</td>
</tr>
<tr>
<td><strong>Priority:</strong> Same state metro - next day</td>
<td><strong>Regular:</strong> Same state metro 2–3 days</td>
<td><strong>Regular:</strong> Same state metro 2–3 days</td>
<td><strong>Priority:</strong> (PO Box/Bags only): Same state metro - next day</td>
<td><strong>Regular:</strong> Same state metro 2–3 days</td>
<td><strong>Priority:</strong> Same state metro - next day</td>
</tr>
<tr>
<td><strong>Small</strong></td>
<td><strong>Small</strong></td>
<td><strong>Small</strong></td>
<td><strong>Large</strong></td>
<td><strong>Large</strong></td>
<td><strong>Large</strong></td>
</tr>
<tr>
<td>125</td>
<td>125</td>
<td>250</td>
<td>125</td>
<td>125</td>
<td>50</td>
</tr>
<tr>
<td>125</td>
<td>125</td>
<td>250</td>
<td>125</td>
<td>125</td>
<td>50</td>
</tr>
<tr>
<td>300 articles</td>
<td>30,000 articles and 60 per cent of the address data provided</td>
<td>No minimum</td>
<td>No minimum</td>
<td>300 articles</td>
<td>Lodge up to seven days before your chosen delivery week</td>
</tr>
<tr>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Yes</td>
<td>Online registration</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>No</td>
<td>Trays for each sort plan number</td>
<td>No</td>
<td>Trays for each postcode or sort plan number</td>
<td>Prepare in trays and label as instructed by Australia Post</td>
<td>Book at least two weeks before the delivery week</td>
</tr>
<tr>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Yes</td>
<td>(Preprinted)</td>
<td>(Not addressed)</td>
<td>No</td>
<td>Conditions apply</td>
<td></td>
</tr>
<tr>
<td>Yes</td>
<td>Prepare for a Reply Paid Number</td>
<td>No</td>
<td>Non-paper articles should be submitted for testing</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Yes</td>
<td>Non-personalised</td>
<td>Yes</td>
<td>Book at least two weeks before the delivery week</td>
<td>Yes</td>
<td></td>
</tr>
</tbody>
</table>
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 along with promotional letters or supplements 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 of the same title
- 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 post office box addresses
- has access to the Redirection service
- allows a postage meter to be used as a payment method
- allows the choice of Priority or Regular delivery standards
- delivers nationwide with daily normal mail by the same professional delivery officers.

1.2.1 Personalisation
Include personalised promotional messaging to obtain greater response and re-subscription rates from your publications.
Promotional messages may be included:
- as a letter or insert
- directly in the publication
- on the address flysheet.

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 and distributed at least twice per year.
A promotional letter and any supplements, including samples of goods, may be included with copies of an issue as long as the conditions in this guide have been met.


▶ See section 2.3.1 and section 2.3.2

### 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 mail services guide, available at [auspost.com.au/postguides](http://auspost.com.au/postguides), 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.

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

Articles can weigh up to 1kg.

<table>
<thead>
<tr>
<th></th>
<th>Small</th>
<th>Large</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maximum weight</td>
<td>125g</td>
<td>1kg</td>
</tr>
<tr>
<td></td>
<td>Pricing applies in 13 weight steps of: Up to 125g, 175g, 250g, 300g, 350g, 400g, 450g, 500g, 600g, 700g, 800g, 900g and 1kg</td>
<td></td>
</tr>
<tr>
<td>Minimum size</td>
<td>88 × 138mm</td>
<td>Must not be a Small article</td>
</tr>
<tr>
<td>Maximum size</td>
<td>130 × 240mm</td>
<td>260 × 360mm</td>
</tr>
<tr>
<td>Maximum thickness</td>
<td>5mm</td>
<td>20mm</td>
</tr>
<tr>
<td>Shape</td>
<td>Rectangular†</td>
<td>—</td>
</tr>
<tr>
<td>Common examples</td>
<td>DL (110 × 220mm)</td>
<td>C5 (162 × 229mm)</td>
</tr>
<tr>
<td></td>
<td>C6 (114 × 162mm)</td>
<td>B5 (176 × 250mm)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>B6/C4 (125 × 324mm)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>C4 (229 × 324mm)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>B4 (250 × 353mm)</td>
</tr>
</tbody>
</table>

† The length must be at least 1.2 times the width.

Articles can be either enveloped or plastic wrapped. Excess plastic wrapping is not included when measuring plastic wrapped Print Post articles.

▶ See section 2.3

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
4. the Print Post Imprint with publication number
5. a barcode (optional), and a delivery address that observes correct addressing conditions
6. the Priority delivery indicator, if this delivery service is selected.

If undeliverable return to:

ABC Company Ltd
PO Box 505
NUNAWADING  VIC  3131

The Victorian Bulletin

PRINT POST
123456789
POSTAGE PAID
AUSTRALIA
PRIORITY

Mr A Sample
111 Bourke Street
MELBOURNE  VIC  3000

▶ 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

Any logos, advertising and other printing must follow the requirements for clear zone areas on the article.

▶ 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. Regardless of the category, 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:

<table>
<thead>
<tr>
<th>Sort category</th>
<th>Description</th>
<th>Pricing categories available</th>
</tr>
</thead>
</table>
| Large Postcode Direct | • A tray of articles that are all addressed to a single postcode or to a single CBD Sort Division.  
                             • Minimum quantities apply depending on article size and weight. | ✔ Local Sort Division  
                                                               ✔ Same state metro  
                                                               ✔ Same state country  
                                                               ✔ Other state |
| Small Postcode Direct | • A bundle of articles that are all addressed to a single postcode or to a single CBD Sort Division.  
                             • Minimum quantities apply depending on article size and weight. | ✔ Local Sort Division  
                                                               ✔ Same state metro  
                                                               ✔ Same state country  
                                                               ✔ Other state (for Large articles only) |
| Residue               | • Articles not sorted to the Print Post Sort Plan                            | ✔ Same state  
                                                               ✔ Other state |

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.

The Print Post Sort Plan of postcode ranges (shown below) indicates whether Sort Divisions are categorised as Metro or Country, and can be found at auspost.com.au/sortplans.
You need to provide a Print Post lodgement document (8835283 – shown below) when lodging articles.

Provide separate lodgement documents if you have articles for different weight steps.

▶ See section 3

1.7 Delivery standards

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

Two delivery standards are available:

- **Priority delivery** – refer to the following timetable (in business days):

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

- **Regular delivery** – add up to two additional business days on top of Priority timetable.

Articles for different delivery standards must be lodged in separate trays.

To view detailed information for Print Post delivery standards, visit [auspost.com.au/printpost](http://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\(^1\). 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.

\(^1\) External Territories: Lord Howe Island 2898, Norfolk Island 2899, Christmas Island 6798, Cocos (Keeling) Islands 6799 and Australian Antarctic Territories 7151.
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](http://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.

1.8 What will it cost?

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

The prices for Print Post articles vary by size and weight category, the sort category and the delivery standard.

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 – see section 2.6. 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 Summary checklist

The key points covered in this section include:

- The minimum amount of articles needed to access the service is 100 of the same title.
- The publication needs to be a continuing periodical with a fixed title, published at least twice a year.
- A Print Post article may itself contain and be accompanied by personalised promotional communications tailored to the recipient.
- You must submit a Print Post Publication Number Application form to be assigned the unique Print Post number required to access the service.
- The approved publication number must be included on each article.
- Print Post is available for Small and Large size category articles.
- Print Post is available at Priority and Regular delivery standards.
- Addressing conditions apply to Residue and CBD Sort divisions.
- Sort categories are Large Postcode Direct, Small Postcode Direct and Residue.
- Complete a Print Post lodgement document for each lodgement.
- Pricing depends on article size, weight, level of sort, delivery standard and destination.
- Prices can be located in the Post charges booklet (8833665) and the Australia Post website 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.

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
<th>Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Apply for a Print Post publication number</td>
<td>2.2</td>
</tr>
<tr>
<td>2</td>
<td>Check article content matches <strong>content requirements</strong></td>
<td>2.3.1–2.3.2</td>
</tr>
<tr>
<td>3</td>
<td>Check <strong>size, weight and type</strong> of article matches requirements</td>
<td>2.3.3–2.3.4</td>
</tr>
<tr>
<td>4</td>
<td>Follow all guidelines for <strong>plastic wrapping</strong> requirements (if applicable)</td>
<td>2.3.6</td>
</tr>
<tr>
<td>5</td>
<td>Follow all guidelines for <strong>unenclosed articles</strong></td>
<td>2.3.7</td>
</tr>
<tr>
<td>6</td>
<td>Check <strong>article layout</strong> addresses all required zones</td>
<td>2.4</td>
</tr>
<tr>
<td>7</td>
<td>Check all <strong>inscriptions</strong> are displayed on article</td>
<td>2.5–2.6</td>
</tr>
<tr>
<td>8</td>
<td>Follow all <strong>correct addressing</strong> requirements</td>
<td>2.7</td>
</tr>
<tr>
<td>9</td>
<td>Check all elements of the <strong>barcoding</strong> process are followed</td>
<td>2.8</td>
</tr>
</tbody>
</table>

You can now prepare to lodge | 3 |
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 post offices, business centres and mail centres. Alternatively, they can be downloaded from the Australia Post website at auspost.com.au/printpost.

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 6.

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.

Forward completed application form and publication sample to the Print Post Coordinator detailed at the front of this guide, email: printpostapplications@auspost.com.au or fax: 02 9202 6060.

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.

2.3 Article characteristics

2.3.1 General requirements

All publications in a lodgement must be the same title and issue of a continuing periodical. The publication must be issued and distributed to recipients at least twice per annum.

A newsletter may be approved as a publication for the purposes of this Service.

Supplements may be included with copies of an issue, provided that each supplement is a permissible promotional communication. A complete list of promotional communication types that can be sent is at auspost.com.au/printpost.

Samples of goods may also be included with copies of an issue, as long as the publication is not being used as a means of delivering goods on a commercial or regular basis (where ‘goods’ means property or possessions, saleable commodities, merchandise, items of merchandise or wares, including a sample).
The address block (if any) on a Publication may not contain any information other than addressee details.

2.3.2 Personalisation

A Print Post approved publication can be personalised and may include or be accompanied by a supplement, including a promotional letter, subject to meeting criteria set out in the Print Post permitted communication types table, found at auspost.com.au/printpost.

Personalisation allows the freedom to include a number of personalised messaging solutions, including:

- a separate personalised letter
- personalised flysheets
- customised messages and imagery on the publication cover
- personalised editorial and content inside the publication.

**Personalised communications, with the exception of permitted subscription communications, must be promotional only in nature and must accompany or be a part of an approved publication.**

For more detailed information and examples of promotional communications please refer to the Print Post permitted communication types table which can be found at auspost.com.au/printpost.

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.

<table>
<thead>
<tr>
<th></th>
<th>Small</th>
<th>Large</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maximum weight</td>
<td>125g</td>
<td>1kg</td>
</tr>
<tr>
<td>Pricing applies in 13 weight steps of:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Up to 125g, 175g, 250g, 300g, 350g, 400g, 450g, 500g, 600g, 700g, 800g, 900g and 1kg</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Minimum size</td>
<td>88 × 138mm</td>
<td>Must not be a Small article</td>
</tr>
<tr>
<td>Maximum size</td>
<td>130 × 240mm</td>
<td>260 × 360mm</td>
</tr>
<tr>
<td>Maximum thickness</td>
<td>5mm</td>
<td>20mm</td>
</tr>
<tr>
<td>Shape</td>
<td>Rectangular†</td>
<td>—</td>
</tr>
<tr>
<td>Common examples</td>
<td>DL (110 × 220mm) C6 (114 × 162mm)</td>
<td>C5 (162 × 229mm) B5 (176 × 250mm) B6/C4 (125 × 324mm) C4 (229 × 324mm) B4 (250 × 353mm)</td>
</tr>
</tbody>
</table>

† The length must be at least 1.2 times the width.

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 8 of the Letter products and services guide (available from 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:

• 38mm high × 95mm wide, for Small size articles
• 45mm high × 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. Please ensure they remain visible irrespective of insert movement.

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.

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®.

<table>
<thead>
<tr>
<th>100</th>
<th>101</th>
<th>106</th>
<th>107</th>
<th>113</th>
<th>114</th>
<th>120</th>
<th>121</th>
<th>127</th>
<th>128</th>
<th>134</th>
<th>135</th>
<th>136</th>
<th>141</th>
</tr>
</thead>
<tbody>
<tr>
<td>142</td>
<td>148</td>
<td>149</td>
<td>155</td>
<td>162</td>
<td>169</td>
<td>176</td>
<td>196</td>
<td>203</td>
<td>217</td>
<td>250</td>
<td>263</td>
<td>277</td>
<td>290</td>
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<tr>
<td>304</td>
<td>317</td>
<td>331</td>
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<td>372</td>
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<tr>
<td>393</td>
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<td>510</td>
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<td>524</td>
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<td>531</td>
<td>538</td>
<td>545</td>
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<td>552</td>
<td>559</td>
<td>566</td>
<td>573</td>
<td>579</td>
<td>580</td>
<td>586</td>
<td>587</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.

Plastic envelopes are also considered to be plastic wrapped and are subject to the same 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 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 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

3. The sealing seam (weld) and hem (overlapping plastic area) must not intersect the address block (or barcode if present) either horizontally or vertically.

<table>
<thead>
<tr>
<th>Attribute</th>
<th>Specification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Material</td>
<td>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.</td>
</tr>
<tr>
<td>Colour</td>
<td>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.</td>
</tr>
<tr>
<td>Thickness</td>
<td>The minimum thickness is 25 microns.</td>
</tr>
<tr>
<td>Strength</td>
<td>The weld strength of the seam should be sufficient to prevent opening during mail processing.</td>
</tr>
</tbody>
</table>
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 (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 ± 10 degrees to the article edge.
2. The combined skew of the address sheet and barcode must not exceed ± 15 degrees to the article edge.

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.

<table>
<thead>
<tr>
<th>If ...</th>
<th>Then:</th>
</tr>
</thead>
<tbody>
<tr>
<td>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 ...</td>
<td>The articles cannot be scanned automatically. <strong>CBD/Residue surcharge of 5¢ per article is added.</strong></td>
</tr>
<tr>
<td>The plastic is loose ...</td>
<td>The articles can jam in the processing machines, and may be damaged.</td>
</tr>
<tr>
<td>The plastic wrap is not strong enough ...</td>
<td>The plastic or the seam can tear and contents may come out during processing and be lost.</td>
</tr>
<tr>
<td>The overhang exceeds the allowable dimensions ...</td>
<td>The articles can jam in the processing machines, and may be damaged. <strong>CBD/Residue surcharge of 5¢ per article is added.</strong></td>
</tr>
</tbody>
</table>
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:

1. **the title of the publication** – printed on the front or back cover

2. **the date of issue and/or series information** – printed in or on the copy, indicating how the issue is placed in the series of issues making up the periodical publication:
   - The series information may be, for example, “Vol. 1 Issue 2”, or
   - The date of the issue may be in the format DD/MM/YYYY or Season YYYY, for example, “02/06/2016” or “Winter 2016”.

![Image of The Victor with ISSUE 74 WINTER 2016]
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

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, a priority delivery indicator (if the priority delivery service is selected) 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 × 40mm (see illustration)
- minimum: 19 × 25mm.

Priority delivery indicator

All articles for which the Priority delivery standard is selected should include a Priority indicator, located at the bottom of the Postage Paid imprint.

The word PRIORITY needs to be printed:
- in white capital letters, in a bold font (Helvetica Bold or Arial Bold recommended) at 10 to 14 point size
- in a solid rectangular box: 4 to 6mm high for wide imprints, or 6 to 10mm high for tall imprints.

See example illustrations below.
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 illustrations).

If the Priority delivery standard is selected, the Priority delivery indicator must also be prominent at the bottom of the design.

For approval please email to printpostadmin@auspost.com.au.

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.

If the Priority delivery standard is selected, the word PRIORITY must be prominent.

For additional information on metering, refer to the Postage Meters 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 × 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.

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.

2.6 Return address zone

Each undeliverable article is delivered to the nominated return address on the article by ordinary post. The nominated return address must be that of the person or organisation responsible for accepting undeliverable articles and the charges incurred. It must be an Australian address. A street address or a post office box address is acceptable.

The nominated return address is required to be shown on each article within a lodgement and must be:

- either on the upper left-hand corner of the address side of the article (as shown below), or in the postage zone as part of a postage meter impression
- no lower than 40mm from the top edge
- no larger than 8 point font preferred
- with no bolding
- with font and colour less prominent than that of the delivery address.
The return address should be prefixed with “If undeliverable, return to:”
The title of the publication should be shown below the return address.

Variations to these requirements should be submitted for approval. 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.

Barcode and address details must appear in this zone

Mr A Sample
111 Bourke Street
MELBOURNE VIC 3000
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.¹

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

The maximum skew permissible for an address line, sheet or label is ±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. Please ensure they remain visible irrespective of insert movement.

<table>
<thead>
<tr>
<th>Size category</th>
<th>Address orientation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Small</td>
<td>Must be parallel to the long side of the article</td>
</tr>
<tr>
<td>Large</td>
<td>Can be orientated to either portrait or landscape.</td>
</tr>
</tbody>
</table>

¹ Any application for variations or additions to this format should be submitted and approved prior to lodgement. See section 2.12.
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 OCRB, 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.

<table>
<thead>
<tr>
<th>The delivery address</th>
<th>Use AMAS to obtain DPID</th>
<th>Printed 4-state barcode of DPID</th>
</tr>
</thead>
<tbody>
<tr>
<td>111 Bourke Street</td>
<td>54516251</td>
<td></td>
</tr>
<tr>
<td>MELBOURNE VIC 3000</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 2.8.2 Barcode location

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

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

### 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 Printing the barcode.

- Customer information: 8 digits or 5 characters
- Customer information: 15 digits or 10 characters

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 (D PID) 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.

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.

- 10mm
- Mr A Sample
- 111 Bourke Street
- MELBOURNE VIC 3000
- 10mm

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 lodgement document.

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
• 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.

Requests for testing should be directed to either your Australia Post account manager or to printpostadmin@auspost.com.au.

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.

Enquiries about barcode readability should be directed to, BQPHelp@auspost.com.au.
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, including the indicia, 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.

1. Choose sort categories

2. Prepare the letter trays

3. Prepare and affix tray labels for each letter tray

4. Complete the lodgement documentation

You’re now ready to lodge
Are there at least 100 articles?

No ➔ Ineligible for Print Post service. Consider Full Rate mail or Local Country Letters if eligible.

Yes

Choose to prepare your articles to either:
• the Postcode Direct sort categories (price discounts apply), or
• the Residue sort category (less preparation required)

Postcode Direct

Sort all the articles into postcode order.

Are there at least the following number of articles for one postcode or CBD Sort Division?
• Small articles ...................... 300 articles .................... 20 articles
• Large articles:
  - up to 125g ................. 50 articles ............... 15 articles
  - over 125g up to 175g .... 25 articles ............... 10 articles
  - over 175g up to 250g .... 25 articles ............... 10 articles
  - over 250g up to 300g .... 15 articles ............... 10 articles
  - over 300g up to 350g .... 15 articles ............... 10 articles
  - over 350g up to 400g .... 12 articles ............... 10 articles
  - over 400g up to 450g .... 12 articles ............... 10 articles
  - over 450g up to 500g .... 12 articles ............... 10 articles
  - over 500g up to 1kg ........ 6 articles

No

If there are 1,000 or more articles then separate according to the eight state destinations

Yes

Separate articles and calculate the prices for Large Postcode Direct:
• Local Sort Division (for mail centre lodgements only)
• Same state metro
• Same state country
• Other state.

• Face all articles in the same direction
• Do not bundle the articles
• Place into letter trays

Attach a tray label indicating:
• the Sorting Division name and number
• the postcode (not applicable for a CBD Sort Division)
• Lodgement date (optional for Priority delivery)
• the mailer’s name and address.

Yes

Separate articles and calculate the prices for Small Postcode Direct:
• Local Sort Division (for mail centre lodgements only)
• Same state metro
• Same state country
• Other state (For Large articles only. Any Small articles go to Residue.)

• Face all articles in the same direction
• Tie into bundles (see text for bundle sizes)
• Put all bundles for the one Sorting Division (PSI) into letter trays

Attach a tray label indicating:
• the Sorting Division name and number
• “SPD” in the Postcode space
• Lodgement date (optional for Priority delivery)
• the mailer’s name and address.

No

Separate articles and calculate the prices for Residue:
• Same state
• Other state.

• Face all articles in the same direction
• Do not bundle the articles
• Place into letter trays

Attach a tray label indicating:
• tick the “Residue” box,
• Lodgement date (optional for Priority delivery)
• the mailer’s name and address.
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:

<table>
<thead>
<tr>
<th>Sort category</th>
<th>Minimum quantity to qualify</th>
<th>Pricing categories</th>
</tr>
</thead>
<tbody>
<tr>
<td>Large Postcode Direct</td>
<td>Small articles</td>
<td>300</td>
</tr>
<tr>
<td>• Articles separated in a letter tray for one postcode or CBD Sort Division&lt;br&gt; • The lowest cost</td>
<td>Large articles:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• up to 125g</td>
<td>50</td>
</tr>
<tr>
<td></td>
<td>• over 125g up to 175g</td>
<td>25</td>
</tr>
<tr>
<td></td>
<td>• over 175g up to 250g</td>
<td>25</td>
</tr>
<tr>
<td></td>
<td>• over 250g up to 300g</td>
<td>15</td>
</tr>
<tr>
<td></td>
<td>• over 300g up to 350g</td>
<td>15</td>
</tr>
<tr>
<td></td>
<td>• over 350g up to 400g</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>• over 400g up to 450g</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>• over 450g up to 500g</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>• over 500g up to 1kg</td>
<td>6</td>
</tr>
<tr>
<td>Small Postcode Direct</td>
<td>Small articles</td>
<td>20</td>
</tr>
<tr>
<td>• Articles separated in a small bundle for one postcode or CBD Sort Division&lt;br&gt; • For large articles up to 500g only&lt;br&gt; • Grouped in letter trays according to the Sort Plan</td>
<td>Large articles:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• up to 125g</td>
<td>15</td>
</tr>
<tr>
<td></td>
<td>• over 125g up to 175g</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>• over 175g up to 250g</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>• over 250g up to 300g</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>• over 300g up to 350g</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>• over 350g up to 400g</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>• over 400g up to 450g</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>• over 450g up to 500g</td>
<td>10</td>
</tr>
<tr>
<td>Residue</td>
<td>No minimum quantity.</td>
<td></td>
</tr>
<tr>
<td>• Articles for any postcode</td>
<td>(The total lodgement must contain at least 100 articles.)</td>
<td></td>
</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>PSI number</th>
<th>CBD destination</th>
</tr>
</thead>
<tbody>
<tr>
<td>203</td>
<td>Sydney</td>
</tr>
<tr>
<td>313</td>
<td>Melbourne</td>
</tr>
<tr>
<td>419</td>
<td>Brisbane</td>
</tr>
<tr>
<td>524</td>
<td>Adelaide</td>
</tr>
<tr>
<td>628</td>
<td>Perth</td>
</tr>
<tr>
<td>731</td>
<td>Hobart</td>
</tr>
</tbody>
</table>

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 but *within* the same state of lodgement.

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.

<table>
<thead>
<tr>
<th>Version number</th>
<th>Release date</th>
<th>Active date</th>
<th>Expiry date</th>
</tr>
</thead>
<tbody>
<tr>
<td>VYYYY1</td>
<td>1 February</td>
<td>1 March</td>
<td>31 August</td>
</tr>
<tr>
<td>VYYYY2</td>
<td>1 August</td>
<td>1 September</td>
<td>28/29 February</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Postcode ranges</th>
<th>PreSort Indicator</th>
<th>Metro / Country</th>
<th>Sort Division</th>
</tr>
</thead>
<tbody>
<tr>
<td>0200–0299; 2580–2589; 2591–2639; 2900–2920</td>
<td>150</td>
<td>CANBERRA MC; ALL 8 Nyrang Street FYSHWICK ACT 2609</td>
<td></td>
</tr>
<tr>
<td>1936–1940; 2640–2647; 2657–2660; 2708–2714; 2716</td>
<td>190</td>
<td>MURRAY REG MSC; ALL 54 Catherine Crescent LAVINGTON NSW 2641</td>
<td></td>
</tr>
<tr>
<td>1941–1945; 2590; 2649–2656; 2661–2707; 2709–2714</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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 lodging Print Post articles which are Large Postcode Direct, Small Postcode Direct and Residue. The process for preparing these trays is as follows:

<table>
<thead>
<tr>
<th>Small articles</th>
<th>Large Postcode Direct trays</th>
<th>Small Postcode Direct trays</th>
<th>Residue trays</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Face all articles in the same direction</td>
<td>• Face all articles in the same direction</td>
<td>• Face all articles in the same direction</td>
</tr>
<tr>
<td></td>
<td>• Do not bundle or tie articles</td>
<td>• Securely bundle in lots of 20 articles. See section 3.3.1.</td>
<td>• Do not bundle or tie articles</td>
</tr>
<tr>
<td></td>
<td>• Place into small letter trays, ensuring addresses are facing the front (label end) of the tray.</td>
<td>• Sort the bundles into the sort divisions specified in the Print Post Sort Plan</td>
<td>• Place into small letter trays, ensuring addresses are facing the front (label end) of the tray.</td>
</tr>
</tbody>
</table>

---

**Small articles**

The maximum acceptable weight for a small tray is 9.5kg (including the weight of the tray).

**Large articles**

To facilitate ease of handling we recommend that large letter trays should not be filled above the handle holes. The maximum acceptable weight for a large tray is 16kg (including the weight of the tray).

---

Articles for different delivery standards (ie Priority delivery and Regular delivery) must be presented in separate trays.
3.3.1 Bundling of articles in trays

Bundle articles when preparing Small Postcode Direct trays.

Secure with two vertical bands, as shown, ensuring the bands are clear of the delivery address. Australia Post prefers rubber bands.

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

<table>
<thead>
<tr>
<th>Article size</th>
<th>Article weight</th>
<th>Minimum bundle size</th>
</tr>
</thead>
<tbody>
<tr>
<td>Small</td>
<td>up to 125g</td>
<td>20 articles</td>
</tr>
<tr>
<td>Large</td>
<td>up to 125g</td>
<td>15 articles</td>
</tr>
<tr>
<td></td>
<td>over 125g up to 500g</td>
<td>10 articles</td>
</tr>
</tbody>
</table>

3.3.2 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.

3.3.3 State separation of Residue trays

<table>
<thead>
<tr>
<th>For Residue volumes of:</th>
<th>Then:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 1,000 articles</td>
<td>Place articles into separate trays for:</td>
</tr>
<tr>
<td></td>
<td>• Same state destinations</td>
</tr>
<tr>
<td></td>
<td>• Other state destinations</td>
</tr>
<tr>
<td></td>
<td>Affix tray labels for the state where the lodgement is occurring.</td>
</tr>
<tr>
<td>1,000 or more articles</td>
<td>Place articles into separate trays for each state, as defined in the Print Post Sort Plan:</td>
</tr>
<tr>
<td></td>
<td>• NSW • ACT • VIC • QLD • SA • WA • TAS • NT.</td>
</tr>
<tr>
<td></td>
<td>Affix the correct tray labels for the state of the destination.</td>
</tr>
</tbody>
</table>

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.
3.4 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, for each state: NSW, ACT, VIC, QLD, SA, WA, TAS and NT, and for each delivery standard: Priority and Regular.

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 your name and telephone including area code 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 Lodgement Date space (this is optional for Priority delivery, but must be the correct date of lodgement if shown).
4. To indicate the correct sort category, see A, B and C examples below.

**A – For Large Postcode Direct trays (Priority delivery and Regular delivery)**

- 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

**B – For Small Postcode Direct trays (Priority delivery and Regular delivery)**

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

**C – For Residue trays (Priority delivery and Regular delivery)**

- Tick the Residue box
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 downloading documentation from the Australia Post website 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 pre-populated information and differ in appearance to preprinted labels.

▼ Example VISA Postcode Direct tray labels (Priority delivery and Regular delivery)

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 lodgement document.

3.6 Lodgement of articles

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

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

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

3.6.1 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 and auspost.com.au/metering. Please ensure that you are always using the latest version of the documents.

<table>
<thead>
<tr>
<th>Non-metered articles</th>
<th>Metered articles</th>
</tr>
</thead>
<tbody>
<tr>
<td>Print Post lodgement document (8835283)</td>
<td>Meter lodgement document (8838236)</td>
</tr>
</tbody>
</table>

If supplements / advertising cause some articles to be in a different weight step then complete a separate lodgement document for each weight step, and mark them, for example “1 of 5”, “2 of 5” as appropriate.
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.

<table>
<thead>
<tr>
<th>AMAS software details</th>
<th>Database / list owner's details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company name:</td>
<td>List processor's name: ¹</td>
</tr>
<tr>
<td>Software name and version:</td>
<td>Date list processed:</td>
</tr>
<tr>
<td>Date software certified:</td>
<td>Processed against PAF version number:</td>
</tr>
<tr>
<td></td>
<td>Name of address list:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Processing results</th>
</tr>
</thead>
<tbody>
<tr>
<td>Records matched and DPID appended:</td>
</tr>
<tr>
<td>Records amended and DPID appended:</td>
</tr>
<tr>
<td>Records not matched – no DPIDs:</td>
</tr>
<tr>
<td>Total records:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Signature of compliance</th>
</tr>
</thead>
<tbody>
<tr>
<td>I certify that this information is true and accurate -</td>
</tr>
<tr>
<td>Name of list manager / owner:</td>
</tr>
<tr>
<td>Signature of list manager / owner:</td>
</tr>
<tr>
<td>Address:</td>
</tr>
<tr>
<td>Phone number:</td>
</tr>
<tr>
<td>Date:</td>
</tr>
</tbody>
</table>

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.

¹ 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.

The minimum description requirements are provided in the following table.

<table>
<thead>
<tr>
<th>Sort category</th>
<th>List the number of articles</th>
</tr>
</thead>
<tbody>
<tr>
<td>Large Postcode Direct</td>
<td>1 for each postcode</td>
</tr>
<tr>
<td></td>
<td>2 the total for Large Postcode Direct</td>
</tr>
<tr>
<td>Small Postcode Direct</td>
<td>3 for each postcode</td>
</tr>
<tr>
<td></td>
<td>4 the total for Small Postcode Direct</td>
</tr>
<tr>
<td>Residue</td>
<td>5 for each state and territory</td>
</tr>
<tr>
<td></td>
<td>6 the total for Residue</td>
</tr>
</tbody>
</table>

▼ Example Print Post Supporting Document

<table>
<thead>
<tr>
<th>Print Post supporting document</th>
<th>Date: 2/6/2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Customer: ABC Company</td>
<td>Job no.: 26154</td>
</tr>
<tr>
<td>Publication title: Mag weekly</td>
<td>Print Post number: 123456789</td>
</tr>
<tr>
<td>Total articles: 32,606</td>
<td>Weight per article: 120 grams</td>
</tr>
<tr>
<td>State of lodgement: NSW - Strathfield</td>
<td>Delivery standard: Regular</td>
</tr>
</tbody>
</table>

**STATE: NEW SOUTH WALES**

<table>
<thead>
<tr>
<th>Postcode</th>
<th>Residue</th>
<th>Small Postcode Direct</th>
<th>Large Postcode Direct</th>
</tr>
</thead>
<tbody>
<tr>
<td>2603</td>
<td>10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2625</td>
<td>-</td>
<td>89</td>
<td></td>
</tr>
<tr>
<td>2626</td>
<td>-</td>
<td>72</td>
<td></td>
</tr>
<tr>
<td>2639</td>
<td>-</td>
<td>236</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL: NEW SOUTH WALES</strong></td>
<td>245</td>
<td>34</td>
<td>2661</td>
</tr>
</tbody>
</table>

**STATE: VICTORIA**

<table>
<thead>
<tr>
<th>Lodgement summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residue</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>10384</td>
</tr>
</tbody>
</table>

1 2 3 4 5 6
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 post office as agreed between the sender and the area manager controlling the lodgement facility.

Print Post has Priority and Regular delivery standards, each with specific closing times that vary by lodgement facility. Ask your lodgement office for details.

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, you should ensure that each ULD is used as efficiently as possible.

It is a requirement that you affix a label to each ULD. Australia Post prefers ULD labels to be affixed on the front and back. See section 5.5 for more details.

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 × 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.
- Separating trays for Priority delivery from trays for Regular delivery.
- Completing and affixing tray labels correctly.
- Completion of lodgement documentation. Complete separate lodgement documents for any articles in different weight steps.
- 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 mandatory PAF for barcoding purposes is available according to the following quarterly release schedule. Please refer to your AMAS software supplier for other options if you require a more frequent update.

<table>
<thead>
<tr>
<th>PAF version</th>
<th>Release to AMAS vendors</th>
<th>Issue to end users</th>
<th>PAF expiry date</th>
</tr>
</thead>
<tbody>
<tr>
<td>VYYYY.1</td>
<td>15 October</td>
<td>15 November</td>
<td>31 March</td>
</tr>
<tr>
<td>VYYYY.2</td>
<td>30 January</td>
<td>28 February</td>
<td>30 June</td>
</tr>
<tr>
<td>VYYYY.3</td>
<td>1 May</td>
<td>31 May</td>
<td>30 September</td>
</tr>
<tr>
<td>VYYYY.4</td>
<td>1 August</td>
<td>31 August</td>
<td>31 December</td>
</tr>
<tr>
<td>VYYYY.5</td>
<td>15 October</td>
<td>15 November</td>
<td>31 January</td>
</tr>
</tbody>
</table>

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.
<table>
<thead>
<tr>
<th>The record action code</th>
<th>What it means</th>
</tr>
</thead>
<tbody>
<tr>
<td>D (Delete)</td>
<td>The DPID and its associated address components have been deleted since the previous PAF was released.</td>
</tr>
<tr>
<td>M (Modify)</td>
<td>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.</td>
</tr>
<tr>
<td>P (Primary)</td>
<td>The secondary address components associated with this Primary Point have either been modified or additional secondary points have been added.</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Barcode format</th>
<th>Minimum – maximum length</th>
</tr>
</thead>
<tbody>
<tr>
<td>37</td>
<td>Min. 37.0mm – Max. 42.2mm</td>
</tr>
<tr>
<td>52</td>
<td>Min. 52.2mm – Max. 59.5mm</td>
</tr>
<tr>
<td>67</td>
<td>Min. 67.5mm – Max. 76.8mm</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Barcode element</th>
<th>Width (minimum – maximum)</th>
<th>Total height (minimum – maximum)</th>
</tr>
</thead>
<tbody>
<tr>
<td>H</td>
<td>0.4mm – 0.6mm</td>
<td>4.2mm – 5.8mm</td>
</tr>
<tr>
<td>A</td>
<td>0.4mm – 0.6mm</td>
<td>2.6mm – 3.7mm</td>
</tr>
<tr>
<td>D</td>
<td>0.4mm – 0.6mm</td>
<td>2.6mm – 3.7mm</td>
</tr>
<tr>
<td>T</td>
<td>0.4mm – 0.6mm</td>
<td>1.0mm – 1.6mm</td>
</tr>
<tr>
<td>Bar gap (space)</td>
<td>0.4mm – 0.7mm</td>
<td>—</td>
</tr>
</tbody>
</table>
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 ±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 \( (R_b) \) is 25 per cent
• minimum space reflectance \( (R_s) \) 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.
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

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

▶ 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.

<table>
<thead>
<tr>
<th>ULD sort level</th>
<th>ULD to contain:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single Sort Division</td>
<td>Articles for a single PSI.</td>
</tr>
<tr>
<td></td>
<td>For example, all articles for PSI 205.</td>
</tr>
<tr>
<td>Multi Local Sort Division</td>
<td>Articles for more than one PSI serviced by the same destination facility.</td>
</tr>
<tr>
<td></td>
<td>Local Sort Division prices apply when:</td>
</tr>
<tr>
<td></td>
<td>• the PSIs within the ULD are separated by an approved method</td>
</tr>
<tr>
<td></td>
<td>• each PSI is identified on the ULD label.</td>
</tr>
<tr>
<td></td>
<td>A Local Sort Division cannot be contained in more than one mixed ULD.</td>
</tr>
<tr>
<td></td>
<td>For example, articles for PSI 205, PSI 207 and PSI 208.</td>
</tr>
<tr>
<td>Mixed (no sortation) and Residue</td>
<td>Articles for a mixture of PSIs or sort categories with no other sorting and Residue.</td>
</tr>
</tbody>
</table>

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 must be the same delivery standard
• 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.

1. Local Sort Division articles for processing at the destination mail centre must be loaded first into the ULD
2. Other articles must be loaded on top, as per the illustration below.

Separate each sort division layer from the rest of the ULD using an approved separator such as cardboard. See section 5.4.4 Separation of layers.
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 and delivery standard 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. See section 3.6.3.

Each ULD of a consolidated lodgement requires a ULD Label affixed listing:

1. each of the job numbers and publication titles contained by the ULD
2. the delivery standard selected (Priority or Regular), in a bold font, of at least 18 point size. For Priority delivery, Australia Post recommends printing this section using white font on a black background where possible.

Australia Post prefers ULD labels to be affixed on the front and back.

► Example Consolidated ULD labels (Priority and Regular)
Each ULD of a consolidated lodgement requires a Consolidated Supporting Document detailing the contents of the ULD.

▼ Example Consolidated Supporting Document layout

<table>
<thead>
<tr>
<th>Consolidated supporting document</th>
<th>Date: 2/6/2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Customer name: XYZ Mail House</td>
<td>ULD number: 1 of 2</td>
</tr>
<tr>
<td>Total weight of articles: 450.6 kg</td>
<td></td>
</tr>
</tbody>
</table>

Job number: 145
Publication title: ABC Publication
Weight per article: 110g

<table>
<thead>
<tr>
<th>PreSort Indicator</th>
<th>Sort Division</th>
<th>LPD</th>
<th>SPD</th>
<th>Residue</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>150</td>
<td>Canberra MC; All</td>
<td>250</td>
<td>78</td>
<td>66</td>
<td>394</td>
</tr>
<tr>
<td>290</td>
<td>Murray Reg MSC; All</td>
<td>160</td>
<td>98</td>
<td>32</td>
<td>290</td>
</tr>
<tr>
<td>298</td>
<td>Riverina MSC; All</td>
<td>213</td>
<td>15</td>
<td>48</td>
<td>276</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>960</strong></td>
</tr>
</tbody>
</table>

Job number: 153
Publication title: 123 Magazine
Weight per article: 53g

<table>
<thead>
<tr>
<th>PreSort Indicator</th>
<th>Sort Division</th>
<th>LPD</th>
<th>SPD</th>
<th>Residue</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>150</td>
<td>Canberra MC; All</td>
<td>1254</td>
<td>152</td>
<td>45</td>
<td>1451</td>
</tr>
<tr>
<td>290</td>
<td>Murray Reg MSC; All</td>
<td>562</td>
<td>551</td>
<td>51</td>
<td>1164</td>
</tr>
<tr>
<td>298</td>
<td>Riverina MSC; All</td>
<td>468</td>
<td>568</td>
<td>456</td>
<td>1492</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>4107</strong></td>
</tr>
</tbody>
</table>

Job number: 158
Publication title: XYZ Newsletter
Weight per article: 105g

<table>
<thead>
<tr>
<th>PreSort Indicator</th>
<th>Sort Division</th>
<th>LPD</th>
<th>SPD</th>
<th>Residue</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>150</td>
<td>Canberra MC; All</td>
<td>420</td>
<td>115</td>
<td>156</td>
<td>691</td>
</tr>
<tr>
<td>290</td>
<td>Murray Reg MSC; All</td>
<td>156</td>
<td>321</td>
<td>—</td>
<td>477</td>
</tr>
<tr>
<td>298</td>
<td>Riverina MSC; All</td>
<td>389</td>
<td>125</td>
<td>—</td>
<td>514</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>1682</strong></td>
</tr>
</tbody>
</table>

Total articles in ULD 6747

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 the Print Post Coordinator detailed at the front of this guide or to printpostadmin@auspost.com.au
### 5.4 Arranging articles into ULDs

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

<table>
<thead>
<tr>
<th>Size category</th>
<th>How to arrange articles in ULDs</th>
</tr>
</thead>
</table>
| Small articles  | • Prepare small letter trays, with the tray label attached.  
                  • Stack the trays in the ULD with the tray labels facing outwards. |
| Large articles  | **Option 1 – trays in ULDs**  
                  • Prepare large letter trays, with the tray label attached.  
                  • Stack the trays in the ULD with the tray labels facing outwards. |
|                 | **Option 2 – bundles in ULDs** (with prior approval)  
                  • Do not use for:  
                    • *Large Postcode Directs to same state CBD Sort Divisions*  
                    • *Small Postcode Directs to same state CBD Sort Divisions*  
                    • *Residue to same state.*  
                  • Bundle articles securely.  
                  • If the articles are for other state Residue or CBD Sort Divisions, attach a Bundle Label.  
                  • Brick stack the bundles in the ULD.  
                  Refer to the following sections for details on bundling, bundle labels and brick stacking.
Summary flowchart for sorting large article bundles in ULDs

Article size category?
- **Small articles**
  - Must lodge in trays
- **Large articles (Option 1)**
  - Lodge in trays
- **Large articles (Option 2)**

Choose the sort category(s) for the articles
- **Large Postcode Direct**
- **Small Postcode Direct**
- **Residue**

Are the articles for same state CBD Sort Divisions?
- Yes
  - Must lodge in trays
  - Separate articles for one postcode or CBD Sort Division
  - Face all articles in the same direction
  - Securely tie into Large Postcode Direct bundles
- No
  - Must lodge in trays
  - Separate articles for one postcode or CBD Sort Division
  - Face all articles in the same direction
  - Securely tie into Small Postcode Direct bundles

Are the articles for CBD Sort Divisions?
- Yes
  - Attach a bundle label to each bundle:
    - Tick the CBD box
    - Write in the destination state
  - CBD
  - Residue
  - For State NSW
- No
  - Must lodge in trays
  - Face all articles in the same direction
  - Securely tie into Residue bundles

How many articles?
- Less than 1,000
  - Separate the articles according to the eight state destinations
- 1,000 or more
  - Stack bundles in the ULD, with the address / label side facing up, using an overlapping brick stacking method
5.4.1 Bundling of articles in ULDs

Requires prior approval.

Secure with two vertical bands, as shown, ensuring the bands are clear of the delivery address. Australia Post prefers rubber bands.

The minimum bundle sizes depend on the article weight.

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

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.

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.
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. For current specifications, refer to the *Unit Loading Devices Fact Sheet* available from [auspost.com.au/printpost](http://auspost.com.au/printpost). The label must be a minimum of 210mm × 297mm (A4) and the minimum requirements are:

1. **Customer name** – The organisation lodging the ULD.
2. **Consolidated lodgement reference** – If a consolidated lodgement.
3. **Lodgement office** – The postal facility that the ULD is being sent to.
4. **The service name “Print Post”**.
5. **Lodgement date**.
6. **Delivery standard (Priority or Regular)** – This must be printed beside the lodgement date in a **bold** font, of at least 18 point size. For Priority delivery, Australia Post recommends printing this section using white font on a black background where possible.
7. **ULD number** – For example, “1 of 7”, “2 of 7”, etc.
8. **PSI** – The PSI sort division(s) contained within the ULD. The order that the PSIs are listed on the label (from left to right) must match the order of stacking in the ULD (from bottom to top).
9. **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.
10. **Publication titles** – Title of publication (or publications, if consolidated) contained in the ULD.
11. **Total articles** – The total number of Print Post articles (for each publication if consolidated) contained in the ULD.
12. **Linehaul destination** – if the ULD is to be linehauled by Australia Post. See section 5.6.
13. **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.
### Example ULD labels (Priority and Regular)

<table>
<thead>
<tr>
<th>Lodged By</th>
<th>XYZ Mail Services - VIC</th>
<th>Consolidated Lodgement Reference</th>
<th>CL 121104 - 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lodgement office</td>
<td>Dandenong LC - VIC</td>
<td>Print Post</td>
<td></td>
</tr>
<tr>
<td>Lodgement Date</td>
<td>Monday 2 Jun 2014</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Priority

- **Lodged By**: XYZ Mail Services - VIC
- **Lodgement office**: Dandenong LC - VIC
- **Lodgement Date**: Monday 2 Jun 2014
- **ULD Identifier**: 5 of 7
- **Sorting * Divisions**: 313, 314, 315, 316
- **Customer Ref. No.(s)**: As per supporting documentation
- **Publication Title(s)**: Easy Street
- **Total Articles**: 1,142
- **Linehaul To**: VIC Dandenong LC
- **ULD Weight**: 439 Kg

#### Regular

- **Lodged By**: XYZ Mail Services - VIC
- **Lodgement office**: Dandenong LC - VIC
- **Lodgement Date**: Monday 2 Jun 2014
- **ULD Identifier**: 5 of 7
- **Sorting * Divisions**: 313, 314, 315, 316
- **Customer Ref. No.(s)**: As per supporting documentation
- **Publication Title(s)**: Easy Street
- **Total Articles**: 1,142
- **Linehaul To**: VIC Dandenong LC
- **ULD Weight**: 439 Kg

**For Mixed Country ULDs only:**

The “Linehaul To” section of the ULD label must contain:

1. the abbreviated Destination State (line 1)
2. the words “Mixed Country” (line 2)
3. the Local Sort Division PSI or Destination PSI Number, on the right-hand side.

### Example Mixed country ULD label

<table>
<thead>
<tr>
<th>Linehaul To: *</th>
<th>VIC MIXED COUNTRY</th>
<th>360</th>
</tr>
</thead>
<tbody>
<tr>
<td>Only applicable if linehauled by Australia Post required. Show state and facility name. If a ULD contains mixed country PSIs, show state, ‘Mixed Country’ and Local Sort Division PSI.</td>
<td>439 Kg</td>
<td></td>
</tr>
<tr>
<td>ULD Weight: *</td>
<td>439 Kg</td>
<td></td>
</tr>
</tbody>
</table>

For Mixed Country ULDs only:

1. the abbreviated Destination State (line 1)
2. the words “Mixed Country” (line 2)
3. the Local Sort Division PSI or Destination PSI Number, on the right-hand side.

### Example Mixed country ULD label
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 appropriate interstate gateway facility to access the cheaper same state or Local Sort Division rates.

<table>
<thead>
<tr>
<th>Gateway facilities</th>
<th>Gateway facilities</th>
<th>Gateway facilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>CANBERRA MC</td>
<td>SYDNEY WEST LF</td>
<td>DANDENONG LC</td>
</tr>
<tr>
<td>8 Nyrang Street</td>
<td>2 Weeroona Road</td>
<td>120 Nathan Road</td>
</tr>
<tr>
<td>FYSHWICK ACT 2609</td>
<td>STRATHFIELD NSW 2135</td>
<td>DANDENONG SOUTH VIC 3175</td>
</tr>
<tr>
<td>NORTHGATE MC</td>
<td>ADELAIDE MC</td>
<td>PERTH MC</td>
</tr>
<tr>
<td>129 Toombul Road</td>
<td>272 Gouger Street</td>
<td>Perth Business Centre</td>
</tr>
<tr>
<td>NORTHGATE QLD 4013</td>
<td>ADELAIDE SA 5000</td>
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<td>HOBART MC</td>
<td>DARWIN MC</td>
<td>PERTH WA 6000</td>
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<td>354 Stuart Highway</td>
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</tr>
<tr>
<td>MORNINGTON TAS 7018</td>
<td>WINNELLIE NT 0820</td>
<td></td>
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</table>

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.

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

The delivery standard for articles that have been Linehauled commences when the ULD arrives at the gateway facility for processing.
### 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:** 2/6/2014

**Customer name:** XYZ Mail House  
**Charge account:** 00112233

**Job number:** 145  
**Publication title:** ABC Magazine

<table>
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<tr>
<th>STATE - MAIL FACILITY / LOCATION</th>
<th>LPD qty</th>
<th>SPD Residue qty</th>
<th>Total qty</th>
<th>Total weight ULDs</th>
<th>LOCAL Sort Division PSIs</th>
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<td>NSW Sydney West LF</td>
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<td>NSW Mid Nth Coast MSC / Kempsey</td>
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<td>7,431</td>
<td>892</td>
<td>2, 150 - ACT Residue to SWLF</td>
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<td>QLD Gold Coast MC / Bundall</td>
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<td>QLD Mackay MC</td>
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<td>QLD Cairns MC / Bungalow</td>
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<td>SA Adelaide MC</td>
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<td>NT Darwin MC / Winnellie</td>
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<td>5,616</td>
<td>674</td>
<td>2, 717, 730</td>
</tr>
</tbody>
</table>

**Total articles and ULDs** 278,076 17,962 4,936 300,974 36,117 86
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\(^1\)
• 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 linehauled using Australia Post transport. The linehaul fee will be charged to the mailing agent’s Australia Post Business Credit Account.

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

\(^1\) 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 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 the 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 “Lodgement Document” 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” includes 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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1 The Australia Post Terms and Conditions are available for perusal at post offices and on Australia Post’s website at auspost.com.au/terms.
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 comply with the shape, Weight, dimensional, bundling and presentation requirements set by Australia Post for Articles carried by the Service;

4.1.2 be accompanied by an accurately completed Lodgement Document;

4.1.3 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

4.1.4 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 letter sized Articles, the published Ordinary Small Letter prices will apply;

5.2.2 for large letter sized Articles up to 500g, the published Ordinary Large Letter prices for a given Weight will apply; and

5.2.3 for large letter sized 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 the requirements set out in the Guide 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 General Manager, Mail Products, GPO Box 1777, MELBOURNE VIC 3001.

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, lockouts, 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.
For more information

Please contact your Australia Post Account Manager or email us for more information about Print Post and details about special conditions.

@ printpostadmin@auspost.com.au

@ auspost.com.au

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®.

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