



Important: See Privacy Notice in the Terms and Conditions attached.

Customer's details

Contact name Telephone number

Department / section Fax number

Email

Company / business name (block capitals please)

Address

Postcode

Job reference / lodgement number Postage meter license number

Company / business name of mailing agent (if applicable)

Mail details

Article size / weight category (tick one only)

Small Up to 125g **Small Plus** Up to 125g **Medium** Up to 125g
 Over 125g up to 250g

Large

125g 300g* 450g* 700g* 1kg*
 175g* 350g* 500g 800g*
 250g 400g* 600g* 900g* * applicable to Print Post only

Delivery standard (tick one only – use a separate lodgement document if more than one delivery standard applies)

Regular delivery **Priority delivery**

Do you require any Special services (eg. Registered Post)?

No Yes Specify type

What is the **main** purpose of this mailing? (tick one only)

Promotional (eg. advertising, offers, customer relationship material) **Transactional** (eg. statements, invoices, receipts) **Don't know**

Name of facility where lodging mail

Australia Post use only

Received by

Name Signature

Check performed by

Name Signature

Full rate lodgement

B01/B03/C01/C03

No. of articles No. of trays

PreSort / Charity Mail lodgement

**B09/B10/B11/B12
C09/C10/C11/C12**

Sort category	Number of articles		Number of trays
	Same state	Other state	
Direct trays	<input type="text"/>	<input type="text"/>	<input type="text"/>
Residue trays	<input type="text"/>	<input type="text"/>	<input type="text"/>
Unbarcoded trays	<input type="text"/>	<input type="text"/>	<input type="text"/>

Charity Mail Approval No. (if eligible) A05 C05

Clean Mail lodgement

B02/B04/C02/C04

No. of articles No. of trays

Print Post lodgement

C15/C16/C17/P15/P16/P17

Print Post publication number

Number of articles

LPD	Local Sort Division	Same state			Other state	
		Metro	Country	Residue	Metro & Country	Residue
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

LPD = Large Postcode Direct **SPD** = Small Postcode Direct

Impact Mail lodgement

A02/A04

Sort category	Number of articles		Number of trays
	Same state	Other state	
Postcode Direct trays	<input type="text"/>	<input type="text"/>	<input type="text"/>
Area trays	<input type="text"/>	<input type="text"/>	<input type="text"/>
Residue trays	<input type="text"/>	<input type="text"/>	<input type="text"/>

Declaration

I hereby declare that:

- I am the customer and / or authorised agent of the customer.
- I have read and agree to the PreSort Letters, Clean Mail, Print Post or Impact Mail Terms and Conditions.
- All information contained on this document is to the best of my knowledge true and correct.
- I acknowledge that Australia Post will have accepted this lodgement for carriage only when this form is correctly receipted and stamped provided that Australia Post reserves the right to inspect the lodgement to ensure that the mailing details are correct and the terms and conditions have been complied with.
- Articles lodged under The Charity Mail Service contain contents originating from the approved charity.
- I certify that the address details contained within this lodgement, including the DPID contained within the 4-state barcode, are current against the latest version of the Postal Address File (PAF) and have been checked using a current version of AMAS certified software (Applicable Presort lodgements only).

Signature (Customer or Agent) Date

Name (block capitals please)

Revenue check

	Total weight kg	Less	ULD weight	Less	No. of trays	at	Individual tray weight	=	Total tray weight	=	Net article weight
ULD 1	<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>
ULD 2	<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>
ULD 3	<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>
ULD 4	<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>
ULD 5	<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>
ULD 6	<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>
ULD 7	<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>

10 20 50

Sample article weights

Mail prepared correctly? Yes No

Type of check performed Basic Full

Checking officer's name Date

Total Article Weight (TAW)

(No. of articles x weight specified on front)
Expected Total Article Weight (ETAW)

Variation %
[(TAW ÷ ETAW - 1) x 100]

Correct addressing checklist

Summary of addressing conditions – refer to the appropriate service guide for full conditions.

	Customer use	Australia Post official use		Customer use
1. Address block requirements			3. Print characteristics (not mandatory for PreSort Letters or Impact Mail)	
• Address labels straight and firmly affixed	<input type="checkbox"/>	<input type="checkbox"/>	• Print characters the required size?	<input type="checkbox"/>
• Non-address information confined to top of address block?	<input type="checkbox"/>	<input type="checkbox"/>	• No attributes such as italics, bolding, shadowing or underlining?	<input type="checkbox"/>
• Address block clearly visible through window panel when the article is presented for lodgement	<input type="checkbox"/>	<input type="checkbox"/>	• No artistic or script fonts?	<input type="checkbox"/>
• Address parallel to the long side of the envelope	<input type="checkbox"/>	<input type="checkbox"/>	• Print characters do not touch or overlap?	<input type="checkbox"/>
Second last line			• Red, orange and yellow inks not used?	<input type="checkbox"/>
• Number and name of street or box / bag no	<input type="checkbox"/>	<input type="checkbox"/>	4. Envelope zones	
• Must be aligned left	<input type="checkbox"/>	<input type="checkbox"/>	• Envelope zones being observed?	<input type="checkbox"/>
Bottom line			5. Envelope conditions	
• Must contain in the following order: the locality, the state or territory abbreviation and finally the postcode	<input type="checkbox"/>	<input type="checkbox"/>	• Envelope colour white or pastel colour?	<input type="checkbox"/>
• This line is to be printed in CAPITALS with no punctuation and no underlining	<input type="checkbox"/>	<input type="checkbox"/>	• Envelope paper without patterns or pronounced fibres?	<input type="checkbox"/>
• Leave one or two spaces only between the locality, state or territory abbreviation and the postcode	<input type="checkbox"/>	<input type="checkbox"/>	6. Window panel requirements	
• Must be aligned left	<input type="checkbox"/>	<input type="checkbox"/>	• Address block including barcode is clearly visible through window panel when the article is presented for lodgement	<input type="checkbox"/>
• Additional address information above the last two lines of the address	<input type="checkbox"/>	<input type="checkbox"/>	• Address area visible through the window panel, plain white or a pastel colour, with no patterns?	<input type="checkbox"/>
2. Print requirements			• Panel quality suitable?	<input type="checkbox"/>
• Articles are machine addressed	<input type="checkbox"/>	<input type="checkbox"/>	7. Indicia / delivery speed indicator	
			• Indicia printed is clearly visible and is as per the prescribed service guidelines	<input type="checkbox"/>

Full details for correct addressing conditions are contained in the appropriate service guides:

- **PreSort Letters service guide (8833700)**
- **Clean Mail service guide (8838878)**
- **Print Post service guide (8834059)**
- **Impact Mail service guide (8839152)**
- **Postage Meters Conditions of use (8833675)**

PreSort Letters, Clean Mail, Print Post and Impact Mail 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 special 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 special 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 as where expressly defined, all words and phrases used in this agreement shall have the same meaning if any, given to them in the *Australian Postal Corporation Act 1989* and in the Australia Post Terms and Conditions provided, however, 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 where a word or phrase is given a particular meaning, other parts of speech and grammatical forms of that word or phrase have a corresponding meaning;
 - 2.2.2 words importing a gender include any other gender; and
 - 2.2.3 words in the singular number include the plural and words in the plural number include the singular.
- 2.3 **"Agreement"** means an agreement between Australia Post and a customer pursuant to clause 1.2;
- 2.4 **"Customer"** means a person who from time to time is approved by Australia Post as a customer of the service and any permitted transferee in respect thereof;
- 2.5 **"Insolvency Event"** means for any corporation, the liquidation, administration, official management, compromise, arrangement, amalgamation, reconstruction, winding up or dissolution or analogous occurrence of that corporation, and for a natural person means an assignment for the benefit of creditors, an arrangement or composition with creditors, bankruptcy, incapacity to deal with one's affairs, gaoling, death or analogous occurrence;
- 2.6 **"Letters"** means large, medium, small plus and small letters as defined in the PreSort Service Guide 8833700 or Clean Mail Service Guide 8838878 or Print Post Service Guide 8834059 or Impact Mail Service Guide 8839152;
- 2.7 **"Mailing Conditions"** means the conditions set out in the PreSort Service Guide 8833700 or Clean Mail Service Guide 8838878 or Impact Mail Service Guide 8839152 or Print Post Service Guide 8834059 or equivalent publication published by Australia Post from time to time;
- 2.8 **"Service"** means the PreSort Letter Service or Clean Mail Service which are special services available to customers who lodge 300 or more letters in accordance with the mailing conditions and providing the customer with reduced postage rates. In reference to Print Post Service refers to Print Post postage rates. In reference to Impact Mail Service refers to Impact Mail postage rates.

3 Rates and Charges

- 3.1 The customer shall pay to Australia Post the postal charges for the provision of the service as determined by Australia Post.
- 3.2 The charges referred to in clause 3.1 shall be payable in cash at the time of lodgment of the letters or, where the customer has entered into an agreement with Australia Post for a charge account, charged to that charge account.
- 3.3 Notwithstanding any termination of this agreement, a person shall remain liable to pay to Australia Post any charges, fees or postage due for articles carried pursuant to these terms and conditions.

4 Customers Warranty

- 4.1 The customer warrants and agrees that:
 - 4.1.1 it has obtained the approval of Australia Post to use the service at the approved lodgment point/s; and
 - 4.1.2 all letters comply with the requirements set out in the Mailing Conditions current as at the date of lodgment of such letters.
- 4.2 The customer shall indemnify Australia Post against any loss or damage arising from a breach of any of the warranties in clause 4.1.

5 Discretionary Carriage and Lodgment

- 5.1 Australia Post may, in its sole and absolute discretion:
 - 5.1.1 refuse to carry; or
 - 5.1.2 charge the customer postage at ordinary post rates in respect of letters lodged contrary to clause 4.1.
- 5.2 Australia Post may, in its sole and absolute discretion, direct a customer to lodge letters at any Australia Post lodgment facility.

6 No Other Service

- 6.1 The service cannot be used in conjunction with any other Australia Post services except as otherwise provided under a separate written agreement between a customer and Australia Post.

7 Assignment

- 7.1 This agreement shall not be transferred without the prior written consent of Australia Post. Any purported transfer without such consent shall be void and of no effect.
- 7.2 Where the customer, being a partnership, is reconstituted by the retirement or addition of partners, the reconstituted partnership is deemed to be the customer.

8 Limitation of Liability Release and Indemnity

- 8.1 Subject to clause 8.2 and the 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.

- 8.2 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 letters 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, at the option of Australia Post, to any one or more of the following:
 - 8.2.1 supplying the service again; or
 - 8.2.2 payment of the cost of having the service supplied again.
- 8.3 The customer shall liaise 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.

9 Force Majeure

- 9.1 Australia Post shall not be in default under the terms of this agreement nor liable for failure to observe or perform in accordance with any provision of this agreement for any reason or cause which could not with reasonable diligence be controlled or prevented by it, including without limitation, war, insurrection, riot, civil commotion, strikes, lock-outs, labour or industrial disputes, acts of God, acts of Governments or flood, storm, tempest, power shortages or power failure, 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.

10 Merger

- 10.1 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.

11 Termination

- 11.1 Australia Post may, in its sole and absolute discretion, terminate this agreement and/or any approval granted to a customer to use the service, effective immediately, on written notice to the customer where:
 - 11.1.1 the customer breaches or otherwise acts in a manner contrary to the Act, Regulations, Australia Post Terms and Conditions, Mailing Conditions or other written instructions published by Australia Post;
 - 11.1.2 the customer fails, refuses, neglects or otherwise omits to properly discharge and perform any of its obligations under this agreement;
 - 11.1.3 the customer fails, refuses, neglects or otherwise omits to remedy any breach of this agreement as and when required to do so by Australia Post; or
 - 11.1.4 an insolvency event occurs in relation to the customer.
- 11.2 Australia Post may, without cause, in its sole and absolute discretion, terminate this agreement and/or any approval granted to a customer to use the service on fourteen days written notice to the customer.

12 Variation

- 12.1 These terms and conditions may be varied or added to from time to time by Australia Post by notice in writing to the customer.

13 Notice

- 13.1 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 the appropriate State Administration at its current address.

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 of the carriage of any postal article. The Australian Postal Corporation Act 1989, the Regulations and the Australia Post Terms and Conditions and other written instructions published by Australia Post from time to time shall apply to the carriage of articles issued 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 agreement

- 16.1 Subject to clause 1.1 this agreement contains the whole of the agreement between the parties in relation to the special service and any representation or warranty made by either party prior to entering into this Agreement shall have no force or effect unless otherwise stated herein.

17 Definition Promotional and Transactional Mail

- 17.1 Promotional mail is generally bulk mail, related to the advertisement of goods or services, or the promotion of organisations, causes and/or customer relationships.
- 17.2 Transactional mail is generally bulk mail, related to the completion of a financial transaction, ie includes an invoice, statement, receipt, etc.

* The Australia Post Terms and Conditions are available for perusal at Australia Post retail outlets and on the internet at auspost.com.au

Privacy notice

Your personal information is collected only to enable us to provide you with the products / services you wish us to provide. The products / services may not be able to be provided without this information. You may request access to your personal information while it is stored by us and we will assess your request in accordance with the law. We will give you reasons where we deny access. Call 13 11 18 to contact us.