

For delivery within Australia. Do not include on this form items for External Territories lodgement. Refer to the *External Territories – Supplementary lodgement form (8838499)*.

Promo Post Terms and Conditions

The *Australia Post Terms and Conditions* (AP Terms) govern the use of Promo Post. The AP Terms can be found at auspost.com.au/terms-conditions. Section 6 of the AP Terms will direct you to the relevant Service Schedule which sets out Service-specific requirements. Please ensure that you are familiar with the AP Terms before using the Service.

Privacy notice

Your personal information is collected 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.

Important:

One of these numbers must appear on all mail tags/labels with this lodgement

Your lodgement number

Or

Your job number

Please note. To be eligible for Promo Post prices, a minimum of 4,000 barcoded articles per lodgement is required. These items must:

- be the same article size category and weight range
- be sorted into trays and correctly labelled
- not contain a mix of payment streams, ie metered and postage paid imprint
- comply with the addressing and other conditions of the service.

Name of facility where lodging mail

Customer’s details

Contact name

Phone number

Position/job title

Email

Company/business name

Address

Postcode

Mailing agent’s details (if applicable)

Contact name

Phone number

Company/business name

Payment details

Are these mail costs to be charged to your Australia Post Business Credit Account?

☐ No ☐ Yes → Account Number

Reference details for invoice

Mail details

What is the main purpose of this promotional mailing? (select one only)

☐ To advertise or convey an offer or invitation

☐ To establish or grow relationships with customers

☐ To promote your organisation or cause

Article size/weight category: (select one only)

Small (A08)

☐ Up to 125g

Small Plus (A12)

☐ Up to 125g

Large (A13)

☐ Up to 125g

☐ Over 125g up to 250g

Does this lodgement contain identical weight articles?

☐ No ☐ Yes

Regular delivery	Number of articles			Number of trays
	Same state	Other state	Total	
• Direct trays	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
• Residue trays	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
• Unbarcoded trays	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Declaration

I hereby declare that:

1. I am the customer and /or authorised agent of the customer.

2. I have read and agree to the Promo Post Service Terms and Conditions.

3. All information contained on this document is to the best of my knowledge true and correct.

4. I confirm that the content of the articles being lodged is promotional in nature.

5. I acknowledge that Australia Post will have accepted this lodgement for carriage only when this form is correctly receipted 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.

6. 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.

Signature (Customer or Agent)

Date (DD/MM/YYYY)

Name (block capitals please)

Australia Post use only – Revenue check

	Total weight kg		ULD weight		No. of trays		Individual tray weight		Total tray weight		Net article weight
ULD 1	<input type="text"/>	Less	<input type="text"/>	Less	<input type="text"/>	at	<input type="text"/>	=	<input type="text"/>	=	<input type="text"/>
ULD 2	<input type="text"/>	Less	<input type="text"/>	Less	<input type="text"/>	at	<input type="text"/>	=	<input type="text"/>	=	<input type="text"/>
ULD 3	<input type="text"/>	Less	<input type="text"/>	Less	<input type="text"/>	at	<input type="text"/>	=	<input type="text"/>	=	<input type="text"/>
ULD 4	<input type="text"/>	Less	<input type="text"/>	Less	<input type="text"/>	at	<input type="text"/>	=	<input type="text"/>	=	<input type="text"/>
ULD 5	<input type="text"/>	Less	<input type="text"/>	Less	<input type="text"/>	at	<input type="text"/>	=	<input type="text"/>	=	<input type="text"/>
ULD 6	<input type="text"/>	Less	<input type="text"/>	Less	<input type="text"/>	at	<input type="text"/>	=	<input type="text"/>	=	<input type="text"/>
ULD 7	<input type="text"/>	Less	<input type="text"/>	Less	<input type="text"/>	at	<input type="text"/>	=	<input type="text"/>	=	<input type="text"/>
Total Article Weight (TAW)										<input type="text"/>	
(No. of articles × weight specified on front) Expected Total Article Weight (ETAW)										<input type="text"/>	
Variation % [(TAW ÷ ETAW - 1) x 100]										<input type="text"/>	

Sample article weights
10 20 50

Mail prepared correctly? ☐ Yes ☐ No

Type of check performed ☐ Basic ☐ Full

Checking officer's name Date (DD / MM / YYYY)

Correct addressing checklist – Summary of addressing conditions

	Customer use	Australia Post official use		Customer use
1. Address block requirements			Barcoded articles	
• Address lines (excluding barcode placement) must be aligned left	<input type="checkbox"/>	<input type="checkbox"/>	1. Barcode clear zones	
• Address labels straight and firmly affixed	<input type="checkbox"/>	<input type="checkbox"/>	• No printing 6mm to the left and right of barcode	<input type="checkbox"/>
• Address block including barcode is clearly visible through window panel when the article is presented for lodgement	<input type="checkbox"/>	<input type="checkbox"/>	• No printing 2mm from the top and bottom of barcode	<input type="checkbox"/>
Second last line			2. Barcode location	
• Number and name of street or box / bag no	<input type="checkbox"/>	<input type="checkbox"/>	• Barcode located within Barcode and Delivery Address Zone	<input type="checkbox"/>
Bottom line			3. Barcode quality	
• Must contain the locality and the postcode. Australia Post recommends that the state abbreviation is printed on the same line after the locality	<input type="checkbox"/>	<input type="checkbox"/>	• Meets dimensions and skew specifications	<input type="checkbox"/>
• Australia Post strongly recommends that this line is printed in CAPITALS	<input type="checkbox"/>	<input type="checkbox"/>		
• Additional address information above the last two lines of the address	<input type="checkbox"/>	<input type="checkbox"/>		
2. Indicia				
• Indicia printed is clearly visible and is as per the prescribed service guidelines	<input type="checkbox"/>	<input type="checkbox"/>		

Full details for correct addressing conditions are contained in the Promo Post section of the *PreSort Letters service guide* (8833700).