



Do not include on this form items for External Territories.

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.

Important:

This number must appear on all mail tags /labels with this lodgement

Your lodgement approval number

Please note. These items must:

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

Name of facility where lodging mail

Mailing agent's details (if applicable)

Contact name Telephone number

Business /company name

Customer's details

Contact name Telephone number

Department /section Fax number

Email

Company /business name

Address

Postcode

Payment /invoice details

Australia Post Charge Account Number

Reference details for invoice

Mail details

A16

Sample product description (eg foodstuffs, cosmetics, perfume)

Mail details

A16

Article weight category (tick one only)

- Up to 125g
 Over 125g up to 250g
 Over 250g up to 500g

Width (shortest dimension):
Max 180mm

Length (longest dimension):
Max 260mm

 mm x mm

Article thickness category (tick one only)

- Up to 10mm
 Over 10mm up to 20mm
 Over 20mm up to 40mm
 Over 40mm up to 60mm
 Over 60mm up to 80mm
 Over 80mm up to 100mm

Number of articles in:

Same state Other state Total

 + =

Declaration

I hereby warrant and declare that:

1. I am authorised by the Customer to complete this Lodgement Document and lodge articles for delivery by Australia Post using the Sample Post service.
2. I have read and (to the extent terms are not otherwise agreed by the Customer and Australia Post), on behalf of the Customer, I agree to the Sample Post special conditions printed on page 2 of this Lodgement Document, in addition to the Australia Post Terms and Conditions (available at auspost.com.au).
3. All information in this document is, to the best of my knowledge, true and correct.
4. Articles lodged with this Lodgement Document do not contain dangerous or prohibited goods such as explosives, flammables, corrosives and aerosols. (If there is any doubt as to what is a dangerous or prohibited good ask at any Australia Post retail outlet or check the Australia Post website.)

I Acknowledge and Agree on behalf of the Customer that:

1. Australia Post will have accepted this lodgement only when the Lodgement Document is correctly receipted and stamped.
2. Receipt, carriage and /or delivery by Australia Post of any articles accompanying this Lodgement Document will not mean that Australia Post has agreed that the articles are eligible for carriage at the Sample Post rates of postage.
3. Notwithstanding that the articles have been lodged, Australia Post may determine at any stage that the articles are not eligible for carriage at the Sample Post rates of postage, in which case postage shall be assessed at the appropriate higher rate. The Customer will pay any such additional postage charges.

Signature (Customer or Agent)

Date

 / /

Name and organisation (block capitals please)

Australia Post use only

Has correct addressing been observed? Yes No

Name of accepting officer

Telephone number

Signature of accepting officer

Time of lodgement

Date Stamp

Sample Post special conditions

1 What is a sample?

Samples give customers the opportunity to experience products, often in small quantities or for a short duration, without purchasing the product.

A sample is any good that has commercial value and is provided to an individual, as a result of either a solicited or unsolicited request, and without purchasing the good, for the purpose of trial and subsequent purchase.

2 Special conditions:

- 2.1 These Sample Post special conditions are supplementary to the Australia Post Terms and Conditions (available at Australia Post retail outlets and at auspost.com.au) and to the extent that any aspect of the Sample Post service is not expressly covered by these Sample Post special conditions, the Australia Post terms and conditions shall apply.
- 2.2 There is no minimum lodgement volume for this service.
- 2.3 All articles containing a Sample that are within the following measurements are eligible for the Sample Post service:
- Maximum weight for articles is 500grams
 - Maximum dimensions are 260mm x 180mm x 100mm
 - Liquid samples that fit within the above dimensions may be sent through the Sample Post service (however *fragrances or alcohol based products must not be greater than 10ml* and all samples must comply with any relevant Dangerous and Prohibited Goods guidelines. See section 2.14 for details).
- 2.4 If your Sample is in excess of 100mm and /or over 500grams you will be charged the national parcel rate.
- 2.5 Samples are to be prepared and lodged according to the conditions of the parcels service and delivered by road transport only via the Australia Post delivery network with other letter products.
- 2.6 Samples will be delivered into the letterbox of the addressee or left in a safe place.
- 2.7 Samples will not be carded for later delivery or pick-up.
- 2.8 For some lodgements the Sample Post service accesses the parcel delivery service, with delivery of your articles up to an additional five business days beyond Regular Delivery for same state lodgements.
- 2.9 All Samples are manually processed. There is no requirement to barcode articles and correct addressing guidelines should be followed.
- 2.10 All Samples should bear a Sample Post and a road transport only indicator, located within the postage zone, to the left of the Postage Paid imprint or postage meter impression. The words Sample Post and road transport only need to be printed in capital letters, centred in a rectangular box.
- 2.11 All Samples should bear a Postage Paid imprint. The words Postage Paid Australia need to be printed in a rectangular box (in a form approved by Australia Post).
- 2.12 All Samples to be marked clearly in the bottom left hand corner with the words "Australia Post Letter Delivery Service" on the outer packaging.
- 2.13 No return address is to be used on address labels.
- 2.14 You must ensure that your Sample is not considered a Dangerous Good – articles or substances which are capable of posing a risk to health, safety, property or the environment. Please refer to the Dangerous and Prohibited Goods and Packaging Post Guide for detailed reference material about goods that Australia Post prohibits and the special packaging requirements for restricted goods. The Dangerous and Prohibited Goods and Packaging Post Guide is downloadable at auspost.com.au/media/documents/dangerous-prohibited-goods-packaging-post-guide.pdf
- 2.15 In addition to the special packaging requirements for restricted goods, the following guidelines apply to certain sample categories and types:
- Foodstuffs and perishables: Ensure that in the normal course of carriage they will arrive in time to be useable and pack the foodstuffs in receptacles that do not allow the smell of the contents to escape.
 - Scent infused cardboard, wipe in foil pack and flat sprays: No special packaging requirements. The use of plastic wrap and envelopes is acceptable for these types of Samples.
 - Liquids and fragrances in vial or squeeze pump packaging: Must be covered with an absorbent material that is sufficient to absorb the squeeze pump, glass or plastic vial contents in the case of leakage and must be inserted into cardboard outer packaging. The use of pillow packs and sample boxes are suitable packaging options. Cardboard packaging such as pillow packs and sample boxes should be at least 350 UM.
- 2.16 Combustibility: It is your responsibility to undertake testing for flash point ignition. Testing and documentation outlined in the Australian Dangerous Goods Code (ADG7, Vol 1, Part 2, Chapter 2.3) requirements, must be completed and the material safety data sheet and are to be made available upon request.

Lodgement checklist

	Customer use	Australia Post official use		Customer use	Australia Post official use	
1. The front of this lodgement document has been correctly completed and signed (including lodgement approval number).	<input type="checkbox"/>	<input type="checkbox"/>	3. Each item is printed with:			
2. Each article lodged:				• Sample Post /RTO indicator on the front of the envelope/wrapper	<input type="checkbox"/>	<input type="checkbox"/>
• is no greater than 260 mm x 180 mm x 100 mm and weighs no more than 500 grams , and	<input type="checkbox"/>	<input type="checkbox"/>		• the inscription "Australia Post Letter Delivery Service" must be visible	<input type="checkbox"/>	<input type="checkbox"/>
• is the same weight.	<input type="checkbox"/>	<input type="checkbox"/>		• a postage paid imprint on the envelope/wrapper	<input type="checkbox"/>	<input type="checkbox"/>
			4. No return address has been used.	<input type="checkbox"/>	<input type="checkbox"/>	