Unaddressed Mail

Local and Council election booking request





* symbol indicates required information

Standard Unaddressed Mail – Local & Council election booking Femail completed form to: ums@auspost.com.au Premium Unaddressed Mail – Local & Council election booking Femail completed form to: premiumums@auspost.com.au For Premium bookings, the lodgement must be made one business day prior to the delivery week. Bookings must be received no later than 5pm Wednesday before the requested delivery week.			
► Email completed form to: premiumums@auspost.com.au For Premium bookings, the lodgement must be made one business day prior to the delivery week. Bookings must be received no			
1. Customer details			
Organisation that is being promoted Company name*			
Address*			
Postcode			
Contact name* Mobile number			
Telephone number* Fax number			
Email			
behalf Company name Address			
Postcode			
Postcode Contact name Mobile number			
Contact name Mobile number			
Contact name Mobile number Telephone number Fax number			
Contact name Mobile number			
Contact name Mobile number Telephone number Fax number			
Contact name Mobile number Telephone number Fax number			
Contact name Mobile number Telephone number Fax number Email			
Contact name Mobile number Telephone number Fax number Email 3. Article details*			
Contact name Mobile number Telephone number Fax number Email Bublication name (maximum 20 characters) Publication type: (select one)			
Contact name Mobile number Telephone number Fax number Email 3. Article details* Publication name (maximum 20 characters)			
Contact name Mobile number Telephone number Fax number Email Bublication name (maximum 20 characters) Publication type: (select one)			
Contact name Mobile number Telephone number Fax number Email 3. Article details* Publication name (maximum 20 characters) Publication type: (select one) Brochure Card Catalogue Coupon			

3. Article details (continued)*				
Article dimensions Width (shortest dimension) mm X mm Thickness per 100 articles mm grams If article is not printed on paper or card, a sample will be required.				
in article is not printed on paper of eard, a sample will be required.				
4. Surplus / shortage instructions*				
Australia Post is not able to guarantee the exact number of delivery points in a postcode or locality at any given time. Please select one of the two options below to indicate how you want us to manage any surplus or shortage of articles: (select one) As per the general terms and conditions of the Unaddressed Mail service: • shortfall supplied: deliver at the discretion of Australia Post • surplus supplied: dispose of at the discretion of Australia Post. Surplus: pursuant to instructions agreed in writing with Australia Post – additional fees apply (exceptional circumstances only).				
5. Special remarks				
This is a free text field for any special remarks about your booking that are relevant to you for future reference, for example, "Store ID number 1234", "Springfield – August catalogue", "Sale name: Christmas Promo". (maximum 50 characters)				
6. Booking details*				
Preferred office of lodgement (optional – if no lodgement office is nominated then one will be assigned) For Premium Unaddressed Mail bookings, the lodgement point must be in the same state as your required deliveries.				
Address types: (select all that apply) Private Business				
Regular service Address types: Street Roadside PO Boxes Counter Regular service is when a minimum of all available Private and/or Business Street and Roadside delivery points in an individual locality or postcode is selected. You can choose to include PO Box and/or Counter address types as a Regular service. Select service Address Street Roadside PO Boxes Counter address types: Street Roadside PO Boxes Counter address types: Street Roadside PO Boxes Counter Select service Address Street Roadside PO Boxes Counter Select service Address Street Roadside PO Boxes Counter Select service and/or use a Campaign Targeter Tool postal round file Select service applies when you decide to:				
exclude available Street and/or Roadside delivery points from your chosen localities or postcodes, or				

Continued on page 2

Iimit the amount of articles for delivery, ie using the 'Deliver no more than' box, or
 choose to deliver to postal rounds via Custom Booking or using the Campaign Targeter Tool.

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

Unaddressed Mail

Local and Council election booking request



* symbol indicates required information				
6. Booking details (continued)*		9. Payment method*		
If you are choosing to deliver to a locality or postcode, Australia Post calculates the percentage of the delivery points in each postal round that are located in your requested locality or postcode to determine the rounds to apply to your booking: • Rounds that include 80 per cent or more delivery points in your requested delivery areas are automatically included in your booking. • Rounds that have 20 per cent or less delivery points are excluded from your booking. To include you will need to include the adjacent locality or postcode in your booking. You can choose to include those with 20 to 80 per cent coverage of your requested delivery areas, by selecting the following option:		Select one: Cash EFTPOS Cheque (with prior approval) Business Credit Account Number Contract number (if applicable) Account name		
Deliver to postal rounds that overlap my requested locality / postcode. (Between 20 to 80 per cent of points within the requested area)		10. Declaration*		
Delivery week (Mon-Fri) (DD/MM/YYYY) Between / / bo Friday / / Select when Australia Post should commence delivery: (select one)* In the scheduled delivery week, as above Earlier if possible		I have authority to act on behalf of the organisation named in section 1.1 acknowledge that I have read, understood and agree to the Unaddressed Mail Service and Premium Unaddressed Mail Service Terms and Conditions available at auspost.com.au/terms Name Date (DD/MM/YYYY)		
7 Doguizad localitics *		Privacy notice		
7. Required localities* Delivery states: (select all that apply) NSW / VIC QLD SA WA TAS NT If this booking is for multiple states, please include separate Excel spreadsheets. You will receive one booking per state. If this is a Premium Unaddressed Mail booking this must be for		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.		
delivery in the same state as lodgement.	is must be for	Booking request submission		
Please list your requested localities and postcodes – in the table below. eg Croydon – 5008 if booking by locality, 5008 if booking by postcode. Delivery point files are available at auspost.com.au/unaddressedmail , along with instructions for their use. If your list exceeds this table, please attach a list in Excel format to this booking. I have provided Excel spreadsheet(s) I have a Campaign Targeter Tool upload file		Please ensure that all details on the form are completed. Please return the completed form by email or fax. Standard booking email: ums@auspost.com.au Standard booking fax: 1300 797 855 Premium bookings must be selected at the top of this form as Premium Unaddressed Mail and emailed or faxed to the Premium UMS contact details. Bookings are to be completed by Wednesday		
Locality	Postcode	5pm prior to the delivery week. Failure to do so will result in bookings not being accepted. Premium booking email: premiumums@auspost.com.au		
		Premium booking entail: premiums@daspost.com.au Premium booking fax: 1300 704 290 If you require special approval for articles over 100g or have any queries you can contact the Unaddressed Mail service team on: Email: ums@auspost.com.au Telephone: 1300 223 571		
		A Booking Confirmation Advice will be sent to you or your mailing agent on acceptance of your booking. The "Advice" will confirm the number of printed articles required, areas of distribution, the price, lodgement date and lodgement office.		
		Australia Post use only		
8. Mailing tray labels (additional d	charges apply)	Date received (DD/MM/YYYY) / / / / / Processed by Booking advice code Delivery dates (DD/MM/YYYY) (if different from customer's requested dates) / / /		
Yes, I would like Australia Post to print and su Unaddressed Mail tray labels	upply			
Please contact via email ums@auspost.com.au if tray labels are required.	or 1300 223 571			