

Election Promo Post lodgement document



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

Election Promo Post Terms and Conditions

The *Australia Post Terms and Conditions* (AP Terms) govern the use of Election 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

Your job number

Or

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

- 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 (from list of approved facilities)

Customer's details

Contact name

Phone number

Job title / department / section

Email

Political organisation / party

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

The main purpose of this promotional mailing must be to promote your political party or campaign.

Article size category: **Small** Up to 125g only

Regular delivery

(A90)

Number of articles

Same state

Other state

Total

Number of trays

• Direct trays

--	--	--	--

• Residue trays

--	--	--	--

• Unbarcoded trays

--	--	--	--

Total

--	--	--	--

Priority delivery

(C90)

Number of articles

Same state

Other state

Total

Number of trays

• Direct trays

--	--	--	--

• Residue trays

--	--	--	--

• Unbarcoded trays

--	--	--	--

Total

--	--	--	--

Declaration

I hereby declare that:

1. I am (or, if I am an authorised agent, the customer is) a member of or have been nominated as a candidate for, an Australian government election and wish to lodge promotional articles relating to political or election campaign information, or member, party or policy information, intended to win favour of Australian constituents.
2. I have read and agree to the Election 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"/>

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)

Total Article Weight (TAW)

(No. of articles × weight specified on front)

Expected Total Article Weight (ETAW)

Variation %

[(TAW ÷ ETAW - 1) x 100]

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"/> <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"/> <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"/> <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"/> <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 / delivery speed indicator				
• 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).