



Guide to bulk mail

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Australia Post

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 **auspost.com.au/bulkmail**

 **13 11 18**

Disclaimer

This guide provides a brief introduction to the features of Australia Post's bulk mail services. For detailed terms and conditions refer to the service guide for the appropriate services.

Although correct at the date of publication, conditions are subject to revision from time to time and services may be modified, added to or withdrawn. Up to date information may be obtained from any Post Office.

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Guide to bulk mail

If you are sending at least 300 articles at a time you may qualify for the lower prices of Australia Post's bulk mail services. This guide provides an overview of the options available.

How bulk mail services work

Australia Post offers lower postage rates if you prepare and lodge your articles in accordance with the conditions of the bulk mail service.

To qualify for the savings you generally have to perform some of the work Australia Post would normally do, such as sorting articles, printing barcodes, stacking them in letter trays and lodging them with supporting documentation.

The postage rate depends on the service you choose and the preparation work you do.

For example: if you mail 1,000 articles, in small "DL" envelopes, with correctly formatted machine printed addresses, then you may be eligible for **Unbarcoded PreSort Letters** postage rates.

To compare: if you can print barcodes on the articles and group them according to the correct sort plan you may be eligible to access **Barcoded Direct Tray PreSort Letters** postage rates.

Australia Post's bulk mail services

PreSort Letters: Deliver machine-addressed sorted articles. Barcode your mail for even greater postage savings.

Promo Post: Deliver large volumes of promotional barcoded PreSort Letters at a lower price.

Charity Mail: Allows approved charities to deliver barcoded PreSort Letters at a lower price.

Print Post: Deliver approved regular publications, eg catalogues, magazines or newsletters.

Imprint / Metered mail: Deliver articles for less than Full Rate mail.

Reply Paid: Make it easy for your customers to respond.

Unaddressed Mail: Deliver leaflets, catalogues, flyers, etc to a geographic area.

Domestic letter with tracking Imprint: Deliver large volumes of tracked articles at a lower rate.

Registered Post Imprint: Deliver important articles in large volumes with the security of signature on delivery.

Once you have chosen a bulk mail service that fits your needs, you will need to obtain the appropriate service guide, with all the information you need on preparing and lodging your articles.

Service guides are available from the relevant service pages on our website auspost.com.au.



Mail houses

You can get help with your mail from a range of businesses that specialise in designing, printing, preparing and sorting mail. These businesses, typically called 'mail houses' can help you with a single part of a mailing, or the entire thing, from creation to mail lodgement. Mail houses can help you with:

- purchasing or renting an address list
- managing your address database
- designing and printing your articles
- inserting, enveloping / wrapping and addressing your articles
- barcoding your articles
- sorting your articles for the maximum postal discounts
- lodging your mail with Australia Post.

Bulk Mail Partners

The Bulk Mail Partner (BMP) program is a quality initiative that encourages mail houses to produce and lodge high quality mail, and establishes processes to make the interface with Australia Post more efficient. BMP recognises mail houses who have invested in processes to make mail lodgement more efficient and effective.



For a list of Bulk Mail Partners in your state, visit: auspost.com.au/bmp.

Bulk mail sizes

The postage rate depends on the size of your articles.
There are three size categories: Small, Small Plus and Large.

Specification			
	Small	Small Plus	Large
Minimum size	88 × 138mm ¹	88 × 138mm ¹	—
Maximum size	130 × 240mm	162 × 240mm	260 × 360mm
Maximum thickness	5mm	5mm	20mm
Common examples of envelope sizes	C6: 114 × 162mm DL: 110 × 220mm DLE: 114 × 225mm DLX: 120 × 235mm Max: 130 × 240mm	C5: 162 × 229mm	B6 / C4: 125 × 324mm C4: 229 × 324mm B4: 250 × 353mm

Accepted for:			
PreSort Letters	✓	✓	✓
Promo Post	✓	✓	✓
Charity Mail	✓		✓
Print Post	✓		✓
Imprint / Metered	✓		✓
Reply Paid	✓		✓
Unaddressed Mail	✓		✓
Domestic letter with tracking Imprint	✓	✓	✓
Registered Post Imprint	✓	✓	✓



Ask for a copy of a convenient *Letter gauge* (8833667) from your lodgement facility.

If your articles are larger than “Large” then ask about Parcel Post contracts.

¹ The minimum size is also dependant on the shape of the article and the ratio of its length to width.
90 × 145mm for Reply Paid. Refer to the service guides for more information.

Bulk mail checklist

Answering these questions can help you determine the appropriate bulk mail service and the mail preparation requirements.

1 Can you meet the **minimum quantities**?

The minimum is generally 300 articles.

2 What **size** are the articles?

There are minimum and maximum sizes for each service.

3 What **weight** are the articles?

Prices correspond to the weight ranges within each service, up to the maximum weight allowed.

4 Can you **machine address** them, and apply **barcodes**?

Most bulk mail services require machine addressed articles, and some need to be barcoded.

5 Can you **sort** them according to Australia Post's sort plans?

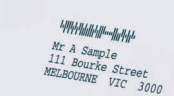



Sorting articles can reduce the cost of most bulk mail services.

6 Can you prepare the articles **in-house** and manage the lodgement?

If not, consider using a mail house.



Bulk mail services compared

	PreSort Letters	Promo Post	Charity Mail	Print Post
				
What can this service do for me?	Deliver machine-addressed and sorted articles	Deliver large volumes of promotional PreSort Letters at a lower price	Allows approved charities to deliver PreSort Letters at a lower price	Deliver approved regular publications, eg catalogues, magazines or newsletters
What size articles can I send?	Small Small Plus Large	Small Small Plus Large	Small Large	Small Large
What weight articles can I send? Pricing steps (g)	125 125 125, 250, 500	125 125 125, 250	125 125, 250	125 125, 175, 250, 300, 350, 400, 450, 500, 600, 700, 800, 900, 1kg
How fast is the delivery?	Priority: Same state metro - up to 2 days Regular: Same state metro 3-4 days	Regular: Same state metro 3-4 days	Priority: (Small articles only): Same state metro - up to 2 days Regular: Same state metro 3-4 days	Priority: Same state metro - up to 2 days Regular: Same state metro 3-4 days
What is the minimum lodgement volume of articles? Articles must be same size/weight category and speed	300	4,000 barcoded	300 barcoded	100
Do I need to print barcodes?	No, but required for full discounted PreSort rates	Yes	Yes	Yes
Do I need to sort the articles?	Yes	Yes	Yes	Yes
Do I need to apply to use this service?	No	No	Yes	Yes

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For detailed information on pricing, delivery timetables, preparing, sorting and lodging your mail please refer to the service's webpage at auspost.com.au/bulkmail.

Imprint / Metered Reply Paid

Deliver articles for less than Full Rate mail

Make it easy for your customers to respond

Unaddressed Mail

Deliver leaflets, catalogues, flyers, etc to a geographic area

Domestic letter with tracking Imprint

Deliver large volumes of tracked articles at a lower rate

Registered Post Imprint

Deliver important articles in large volumes with the security of signature on delivery

Large		Large		Large	
Small		Small		Small	
250	125, 250, 500	125	125, 250, 500	50, 100	50, 100

Priority:
Same state metro - up to 2 days
Regular:
Same state metro 3-4 days

Priority:
(PO Box / Bags only):
Same state metro - up to 2 days
Regular:
Same state metro 3-4 days

1-7 days

No minimum

No minimum

One suburb, postcode, postal round or local government area

No

Yes
(Preprinted)

N/A

No

No

Yes

Requires a postage meter or Australia Post Account

Yes

Yes
At least 10 business days before delivery week (standard bookings)

Small Plus		Large	Small Plus		Large
Small			Small		
125	125	125, 250, 500	125	125	125, 250, 500

Priority:
Same state metro - up to 2 days
Regular:
Same state metro 3-4 days

Priority:
Same state metro - up to 2 days
Regular:
Same state metro 3-4 days

No minimum.
(But must send 10,000 per year).

No minimum

2D required for tracking

2D required for tracking

Yes

Yes

Yes

Yes

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PreSort Letters

The PreSort Letters service offers reduced prices if you can apply barcodes to your articles, sort them into a particular order, place them into appropriately labeled trays, complete documentation prior to posting at a designated lodgement point, and comply with relevant mailing conditions.

Unbarcoded articles are also accepted.

When you prepare your lodgement according to the conditions of the PreSort Letters service, Australia Post can more efficiently process and deliver mail, in return offering you lower postage prices.

Delivery speed

As well as Priority delivery, PreSort Letters offers the option of lower cost Regular delivery for non-time critical mail, taking an additional 1–3 business days.

Article types

PreSort Letters articles can be either enveloped, plastic wrapped or as postcards.

All articles in a lodgement must be of the same size and weight category, and for the same delivery speed.

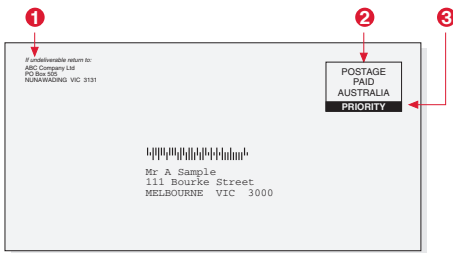


What size articles?			
	Small	Small Plus	Large
What weight articles? (g)	125	125	125, 250, 500
How fast?	Priority: Same state metro - up to 2 days Regular: Same state metro 3–4 days		
The minimum volume?	300 articles		
Do I need to print barcodes?	No but barcodes are needed to receive full PreSort discounted postage rates		
Do I need to sort the articles?	Yes Trays for each sort plan number		
Do I need to apply?	No		

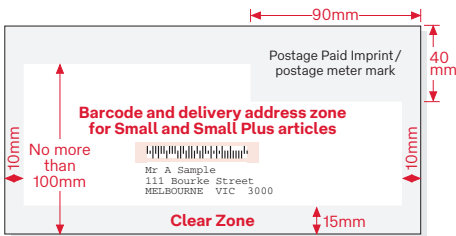
Article design

The envelope / postcard, or address flysheet if plastic wrapped, needs to be printed with:

- 1 the return address, the preferred location is here or on the back
- 2 the Postage Paid Imprint (unless a postage meter is used)
- 3 the Priority delivery indicator, if this delivery timetable is selected.



PreSort Letters articles have to be suitable for Australia Post's mail processing equipment, so there are some correct addressing conditions to be observed.



The *PreSort Letters service guide* has full information on article design.

Sorting summary

It is a condition of the service that current AMAS certified software is used to match each delivery address 1 to its correct DPID 2 and print this on the article as a correctly formatted barcode 3.

1	111 Bourke Street MELBOURNE VIC 3000
2	54516251
3	

You have the choice to presort your articles to three sort categories:

Direct Trays — Offers cost savings for articles separated in trays according to a sort plan. Minimum quantities apply – 300 articles (or 4kg of article weight) per postcode range.

Residue Trays — The simplest option, for unsorted articles arranged in letter trays.

Unbarcoded Trays — Any articles which are not barcoded need to be in separate trays.

Complete and affix tray labels.

Lodgement

- Lodge online using eLMS (Australia Post's electronic lodgement of mailing statements). Alternatively complete the *PreSort Letters lodgement document* and any other supporting documentation, as described in the *PreSort Letters service guide*.
- Lodge at your approved lodgement point.

Documentation

- For further information: *PreSort Letters service guide* (8833700).
- To lodge articles: *PreSort Letters lodgement document* (8835114).
- Website: auspost.com.au/presort.

Promo Post

Promo Post offers reduced prices for sending addressed promotional mail within Australia.

Individual lodgements must contain at least 4,000 barcoded articles that meet the conditions of the PreSort Letters service.

Delivery speed

Promo Post offers Regular delivery only.

Using Promo Post

To be eligible for Promo Post prices, customers must self-assess their articles as being promotional in nature, using the *Promo Post classification table*, available at auspost.com.au/promopost.

If you are unsure your mailing qualifies, email a sample to BulkMailProducts@auspost.com.au prior to printing. Two unsealed samples of the articles are to be provided at the time of lodgement.

Article types

Promo Post articles can be either enveloped, plastic wrapped or as postcards.

All articles in a lodgement must be of the same size and weight category.



What size articles?			
	Small	Small Plus	Large
What weight articles? (g)	125	125	125, 250
How fast?	Regular: Same state metro 3–4 days		
The minimum volume?	4,000 barcoded articles		
Do I need to print barcodes?	Yes On at least 4,000 articles		
Do I need to sort the articles?	Yes Trays for each sort plan number		
Do I need to apply?	No		

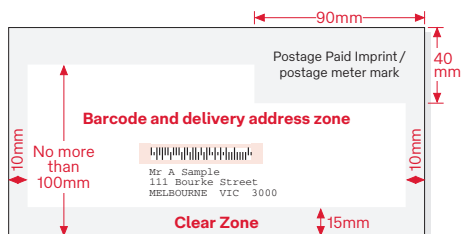
Article design

The envelope / postcard, or address flysheet if plastic wrapped, needs to be printed with:

- 1 the return address, the preferred location is here or on the back
- 2 the Postage Paid Imprint (unless a postage meter is used).



Promo Post articles have to be suitable for Australia Post's automatic barcode reading equipment, so there are some correct addressing conditions to be observed.



The *PreSort Letters* service guide has full information on article design.

Sorting summary

It is a condition of the service that current AMAS certified software is used to match each delivery address to its correct DPID and print this on the article as a correctly formatted barcode.

You have the choice to presort your articles to three sort categories:

Direct Trays — Offers cost savings for articles separated in trays according to a sort plan. Minimum quantities apply – 300 articles (or 4kg of article weight) per postcode range.

Residue Trays — The simplest option, for unsorted articles arranged in letter trays.

Unbarcoded Trays — Any articles which cannot be barcoded need to be in separate trays.

Complete and affix tray labels.

Lodgement

- Lodge online using eLMS (Australia Post's electronic lodgement of mailing statements). Alternatively complete the *Promo Post lodgement document* and other supporting documentation, as described in the *PreSort Letters* service guide.
- Lodge at any Australia Post facility approved to accept Promo Post. A list can be found at auspost.com.au/promopost.

Documentation

- For further information: *PreSort Letters* service guide (8833700).
- To classify articles: refer to *Promo Post Classification table*.
- To lodge articles: *Promo Post lodgement document*.
- Website: auspost.com.au/promopost.

Charity Mail

Charity Mail provides lower prices for mailings with the purpose of fundraising and promotion activity, from organisations that are Income Tax Exempt Charities (ITEC) or Deductible Gift Recipients (DGR).

A minimum of 300 barcoded articles per lodgement applies and articles must meet the conditions of the PreSort Letters service.

Delivery speed

As well as Priority delivery (for small articles only), Charity Mail offers the option of a lower cost Regular delivery timetable for non-time critical mail, taking an additional 1–3 business days for delivery.

Article types

Charity Mail articles can be either enveloped, plastic wrapped or as postcards.

All articles in a lodgement must be of the same size and weight category, and for the same delivery speed.

Apply for Charity Mail

To receive Charity Mail prices, organisations must be able to demonstrate that they have been endorsed by the Australian Taxation Office (ATO) as an Income Tax Exempt Charity (ITEC) or as a Deductible Gift Recipient (DGR) via the completion of a *Charity Mail application form*.

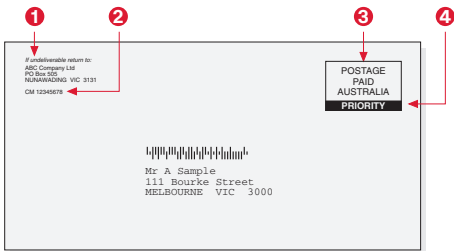


What size articles?	Small	Large
	125	125, 250
What weight articles? (g)		
How fast?	Priority (Small articles only): Same state metro - up to 2 days	
	Regular: Same state metro 3–4 days	
The minimum volume?	300 barcoded articles	
Do I need to print barcodes?	Yes On at least 300 articles	
Do I need to sort the articles?	Yes Trays for each sort plan number	
Do I need to apply?	Yes Apply for a Charity Mail Approval Number	

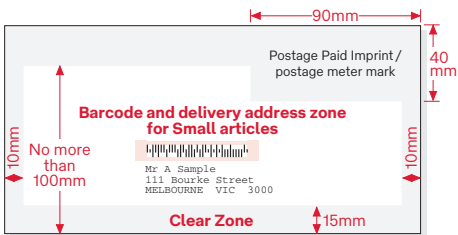
Article design

The envelope / postcard, or address flysheet if plastic wrapped, needs to be printed with:

- 1 the return address, the preferred location is here or on the back
- 2 the Charity Mail number, here or on the back
- 3 the Postage Paid Imprint (unless a postage meter is used)
- 4 the Priority delivery indicator, if this delivery timetable is selected.



The articles have to be suitable for Australia Post's automatic barcode reading equipment, so there are some correct addressing conditions to be observed.



The *PreSort Letters* service guide has full information on article design.

Sorting summary

It is a condition of the service that current AMAS certified software is used to match each delivery address 1 to its correct DPID 2 and print this on the article as a correctly formatted barcode 3.

1	111 Bourke Street MELBOURNE VIC 3000
2	54516251
3	

You have the choice to presort your articles to three sort categories:

Direct Trays — Offers cost savings for articles separated in trays according to a sort plan. Minimum quantities apply – 300 articles (or 4kg of article weight) per postcode range.

Residue Trays — The simplest option, for unsorted articles arranged in letter trays.

Unbarcoded Trays — Any articles which cannot be barcoded need to be in separate trays.

Complete and affix tray labels.

Lodgement

- Lodge online using eLMS (Australia Post's electronic lodgement of mailing statements). Alternatively complete the *PreSort Letters lodgement document* and any other supporting documentation, as described in the *PreSort Letters* service guide.
- Lodge at your approved lodgement point.

Documentation

- For further information: *PreSort Letters service guide* (8833700).
- To apply for the service: *Charity Mail application* (8838713).
- To lodge articles: *PreSort Letters lodgement document* (8835114).
- Website: auspost.com.au/charitymail.

Print Post

Print Post is a mail service for approved periodical publications along with promotional letters or supplements within Australia.

The publication must be a continuing periodical with a fixed title and be issued and distributed at least twice per year.

Print Post lodgements must contain a minimum of 100 articles.

Delivery speed

As well as Priority delivery, Print Post offers the option of a lower cost Regular delivery timetable for non-time critical mail, taking up to an additional two business days for delivery.

Promotional letters and supplements

If you plan to send any promotional communication (personalised and/or non-personalised) with your publication or supplement, use the *Print Post permitted communication types* table available at auspost.com.au/printpost to confirm the content qualifies for Print Post.

Article types

Print Post articles can be either enveloped or plastic wrapped.

All articles in a lodgement must be of the same size and weight category, and for the same delivery speed.

Apply for Print Post

Complete a simple *Print Post publication number* application and submit it along with a sample of your publication. You will be given a Print Post Publication Number and an assigned lodgement point.

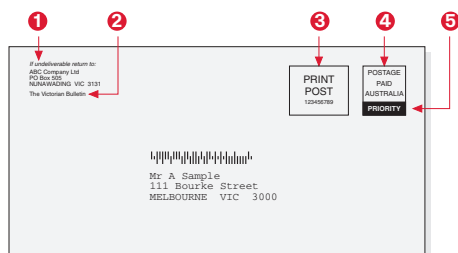


What size articles?	Large	
	Small	
What weight articles? (g)	125	125, 175, 250, 300, 350, 400, 450, 500, 600, 700, 800, 900, 1kg
How fast?	Priority: Same state metro - up to 2 days	
	Regular: Same state metro 3–4 days	
The minimum volume?	100 articles	
Do I need to print barcodes?	Yes For publications of 2,000 or more	
Do I need to sort the articles?	Yes Trays for each postcode or sort division number and delivery speed	
Do I need to apply?	Yes Apply for a Print Post Publication Number	

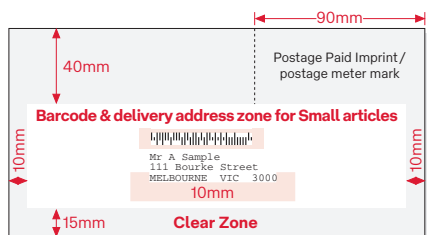
Article design

The envelope, or address flysheet if plastic wrapped, needs to be printed with:

- 1 the company name and return address, the preferred location is here or on the back
- 2 the publication title
- 3 the Print Post Imprint with the publication number
- 4 the Postage Paid Imprint (unless a postage meter is used)
- 5 the Priority delivery indicator, if this delivery timetable is selected.



There are some correct addressing conditions to be observed, and lodgements containing 2,000 or more articles per publication need to have barcodes on at least 80 per cent of articles to avoid a surcharge.



The *Print Post service guide* has full information on article design.

Sorting summary

For barcoded lodgements, you must use AMAS certified software to match each delivery address to its correct DPID and print this on the article as a correctly formatted barcode.

You have the choice to presort your articles to three sort categories:

Postcode Direct — For large articles only.

The lowest cost for articles addressed to a single postcode within the same state of lodgement. Minimum quantities apply depending on article weight.

Area Direct — For large articles only.

Offers cost savings for articles addressed to a single sort division (a group of postcodes). Minimum quantities apply depending on article weight.

Residue — The simplest option, for Small or Large articles for any postcode, arranged in letter trays.

Lodgement

- Lodge mail online using eLMS (electronic lodgement of mailing statements). Alternatively, complete the *Print Post lodgement document* and any other supporting documentation, as described in the *Print Post service guide*.
- Lodge the articles at your approved lodgement point.

Documentation

- For further information: *Print Post service guide* (8834059).
- To confirm your articles meet promotional communication criteria: refer to *Print Post permitted communication types table*.
- To apply for the service: *Print Post publication number* (8835284).
- To lodge publications: *Print Post lodgement document* (8835283).
- Website: auspost.com.au/printpost.

Imprint / Metered mail

Receive a discount on full rate letters by using a postage meter or a postage paid imprint (and charge to your account).

No minimum volume and articles do not need to be machine-addressed or sorted.

Delivery speed

As well as Priority delivery, Imprint / Metered mail offers the option of a lower cost Regular delivery timetable for non-time critical mail, taking an additional 1–3 business days for delivery.

Article types

Full Rate articles can be either enveloped, plastic wrapped or postcards.

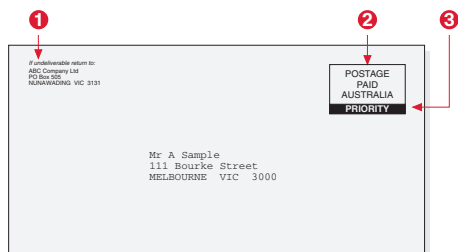


What size articles?	Large	
	Small	
What weight articles? (g)	250	125, 250, 500
How fast?	Priority: Same state metro - up to 2 days Regular: Same state metro 3–4 days	
The minimum volume?	No minimum	
Do I need to print barcodes?	No	
Do I need to sort the articles?	No	
Do I need to apply?	No, but you do need to have a postage meter or an Australia Post Business Credit Account	

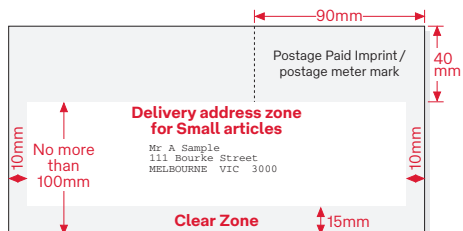
Article design

The envelope / postcard, or address flysheet if plastic wrapped, needs to be printed with:

- 1 the return address
- 2 the Postage Paid Imprint or postage meter mark
- 3 the Priority delivery indicator, if this delivery timetable is selected.



Australia Post encourages customers to correctly address all lodgements of Metered / Imprint Mail. Barcodes are not required, but if they are printed they must be correct.



Sorting summary

Imprint / Metered articles don't need any sorting.

Simply separate them from other letter categories, face them all in the same direction and lodge them with Australia Post.

Lodgement

- Items paid for by a Postage Paid Imprint must be recorded on a *Full rate mailing statement*.
- Items paid for by a postage meter must be recorded on a *Meter lodgement document*.
- Lodge the articles at any Post Office or mail centre.

Documentation

- For further information on metering: *Postage meters conditions of use* (8833675).
- To lodge quantities of articles: *Full rate mailing statement* (8837789) or *Meter lodgement document* (8838236).
- Website: **auspost.com.au/imprint-metered**

Reply Paid

A prepaid, preprinted reply card or envelope is an easy way for your customers to reach you at no expense to them.

You pay only for the responses you receive.

Reply Paid is flexible

You may use:

- 1 a preprinted Reply Paid envelope or card – Australia Post will supply you with artwork ready for you to add your branding, or
- 2 your customer can use their own envelope, handwriting your Reply Paid address.

Delivery speed

As well as Priority delivery (for barcoded letters sent within Australia addressed to a Post Office Box or Bag only), Reply Paid offers the option of a lower cost Regular delivery timetable for non-time critical mail, taking an additional 1–3 business days for delivery.

Apply for Reply Paid

Send a completed *Reply Paid application form* to **replypaid@auspost.com.au**. Within three business days, we'll send your Reply Paid number and envelope artwork.

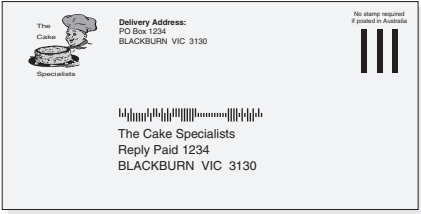
You'll need an Australia Post business credit account to use this service.



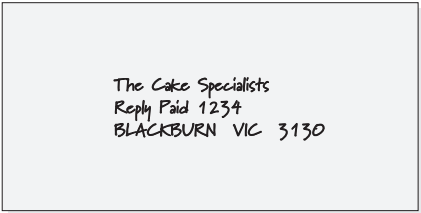
What size articles?	Large	
	Small	
What weight articles? (g)	125	125, 250, 500
How fast?	Priority (PO Box/Bags only): Same state metro - up to 2 days Regular: Same state metro 3–4 days	
The minimum volume?	No minimum	
Do I need to print barcodes?	Yes (Preprinted)	
Do I need to sort the articles?	No	
Do I need to apply?	Yes Apply for a Reply Paid Number	

Article design

- 1 Australia Post will supply you with basic Reply Paid artwork, ready for you to add your branding...



- 2 ... or your customers can use their own envelopes.



Documentation

- For further information: *Reply Paid service guide* (8839109).
- To apply for the service: *Reply Paid application form* (8837249).
- Website: auspost.com.au/replypaid.

International Reply Paid

If you are promoting products or services internationally and require responses from customers by mail, Reply Paid provides a prepaid postage for those responses. Essentially, postage for your customers is free, and you pay only for the responses you receive.

Reply Paid International is available worldwide for small letters up to 50g.

Article design

A Reply Paid International article may be a postcard or an Air Mail letter envelope, subject to the dimensions shown in the table below, and artwork specifications.

Dimension	Minimum	Maximum
Length	140mm	235mm
Width	90mm	120mm
Thickness	250µm ± 20µm (postcards)	5mm
Weight	—	50g

To apply, send a completed form to replypaid@auspost.com.au. Applications are processed within seven days.

You will be provided with a permit number that is valid for a single name and Australian address and it must appear on each International Reply Paid article.

Documentation

- For further information: *Reply Paid service guide* (8839109).
- To apply for an International Reply Paid permit: *Reply Paid application form* (8837249).

Unaddressed Mail

Unaddressed Mail is a cost effective mail service for articles that do not include a name or address for delivery, and is used to deliver things like leaflets, catalogues and postcards to letterboxes in an area.

The Unaddressed Mail service can deliver to all private and / or business addresses in Australia that do not bear the message “No Unaddressed Advertising Material” or similar words. (Community notices can access all delivery points.)

You can send to single or multiple suburbs / localities, postcode and postal rounds (conditions apply).

Choose from:	Business addresses	Private addresses
Street addresses	✓	✓
PO Box addresses	✓	✓
Counter delivery*	✓	✓
Roadside delivery*	✓	✓

* Used in country areas

Article types

Send envelopes, postcards, brochures, wrapped articles or folded unwrapped articles.

All articles in a lodgement must be of the same size and weight category, and rectangular in shape.

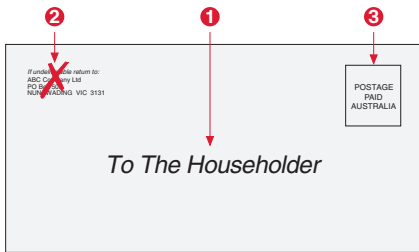
Irregular shapes may be accepted with prior approval.



What size articles?	Small	Large
What weight articles? (g)	50, 100	50, 100
How fast?	Standard booking: Lodge up to 7 days before your chosen delivery week Premium booking: Lodge articles the same week of booking by 12 midday for same state delivery	
The minimum volume?	One suburb, postcode or round (Conditions apply)	
Do I need to print barcodes?	No (Not applicable)	
Do I need to sort the articles?	Yes Prepare in trays and label as instructed by Australia Post	
Do I need to apply?	Yes Register before making any online bookings. Book at least 10 business days before the delivery week (standard bookings).	

Article design

- 1 You may include a salutation like “To The Householder”
- 2 but don’t include a return address
- 3 there is no requirement to print a “Postage Paid” imprint on the article, though you may do so if you wish.



Sorting summary

Bundle the articles in lots of 50 or 100 using two bands. Prepare and label articles as per instructions in the mail preparation advice provided when your booking is confirmed.

Booking and lodgement

You need to book the delivery of Unaddressed Mail in advance. Plan your timeline backwards from the Monday of the delivery week you require. Bookings can be made up to 90 days in advance.

- 1 Submit your booking request no later than **11.59pm on the tenth business day prior** to the Monday of the nominated delivery week. No alterations will be accepted in less than ten business days of the delivery week.
- 2 Lodge articles for other state delivery seven business days before the nominated delivery week.
- 3 Lodge articles for same state delivery five business days before the nominated delivery week.

- 4 Delivery is between Monday to Friday, excluding public holidays.

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

1 Make booking
2 Lodge (for other state delivery)
3 Lodge (for same state delivery)
4 Nominated delivery week

Premium booking

When you need to get your communication into market quicker.

Premium service is only available for same state delivery (within the state of lodgement).

Documentation

- For further information: *Unaddressed Mail service guide* (8839120).
- To register to use the online booking system: **auspost.com.au/unaddressedmail**
- To book a delivery: use the online booking system or the *Unaddressed Mail booking request* form.
- Website: **auspost.com.au/unaddressedmail**.

Domestic letter with tracking Imprint

Domestic letter with tracking Imprint is an affordable way to send and track the delivery of large volumes of documents or similar flat and flexible items to addresses within Australia.

It offers:

- the ability to track and report on the delivery status of each article
- the option to provide recipients with SMS or email tracking notifications
- compensation for loss or damage (up to \$100); and
- the option to add Extra Cover of up to \$500 for an additional fee, when lodging an article of value in excess of \$100.

It is offered on a contract basis only and is subject to pre-approval and a minimum of 10,000 barcoded or unbarcoded articles annually.

If you're sending fewer than 10,000 items annually, Domestic letter with tracking prepaid envelopes are available individually or in packs of 10.

See auspost.com.au/LetterTracking.

Delivery speed

As well as Priority delivery, Domestic letter with tracking Imprint offers the option of a lower cost Regular delivery timetable for non-time critical mail, taking an additional 1–3 business days for delivery.

Acceptable content

Pre-approval of sample items is required. Examples include:

- licences or ID cards
- tickets
- debit and credit cards
- membership or loyalty cards
- SIM cards
- gift cards.



What size articles?			
	Small	Small Plus	Large
What weight articles? (g)	125	125	125, 250, 500
How fast?	Priority: Same state metro - up to 2 days Regular: Same state metro 3–4 days		
The minimum volume?	No minimum per lodgement. 10,000 articles per annum.		
Do I need to print barcodes?	Yes 2D barcode required for tracking. 4-state barcode for addressing is recommended but not required.		
Do I need to sort the articles?	Yes Prepare in trays and label as per service guide		
Do I need to apply?	Yes Customers need to apply for a contract		

Article types

Articles must be in envelopes. Plastic wrapped articles are not accepted.

All articles in a lodgement must be of the same size and weight category, and for the same delivery speed.

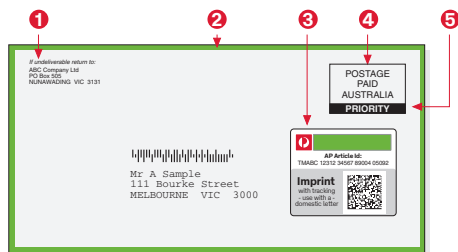
Apply for Domestic letter with tracking Imprint

Contact your Australia Post representative to apply for a contract. You'll need to provide your Australia Post Business Credit Account name and number, advise if you'd like to opt-in for Delivery Status Reporting and provide samples of the content you are sending.

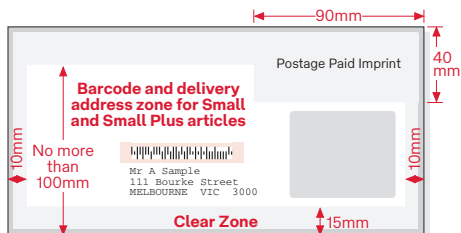
Article design

The envelope needs to be printed with:

- 1 the return address, the preferred location is here or on the back
- 2 a border on the front and back in Pantone® Green PMS 369
- 3 a unique Domestic letter with tracking Imprint, with a GS1 DataMatrix (2D) barcode for each article, according to Imprint specifications provided
- 4 the Postage Paid Imprint
- 5 the Priority delivery indicator, if this delivery timetable is selected.



Articles have to be suitable for Australia Post's mail processing equipment, so there are some correct addressing conditions to be observed.



The *Domestic letter with tracking Imprint specifications* document and *service guide* have full information on barcode and article design.

Sorting summary

Separate barcoded from unbarcoded articles according to size category, weight category and delivery timetable.

To prepare your lodgement, articles should be presorted into either of two sort categories:

Barcoded Trays — For barcoded articles.

Unbarcoded Trays — Any articles which cannot be barcoded need to be in separate trays.

Complete and affix tray labels.

Lodgement

- Lodge online using eLMS (Australia Post's electronic lodgement of mailing statements) and complete any other supporting documentation, as described in the *Domestic letter with tracking Imprint service guide*.
- Lodge at an approved Australia Post facility. A list can be found in the *Domestic letter with tracking Imprint service guide*.

Documentation

- For further information: *Domestic letter with tracking Imprint service guide* (#696).
- To apply for the service: contact your Australia Post representative.
- Website: auspost.com.au/LetterTrackingImprint.

Registered Post Imprint

Registered Post Imprint helps to provide customers with peace of mind when mailing important articles in large volumes with signature on delivery.

It offers an economical way to send bulk mail with:

- signature on delivery
- compensation for loss or damage (up to \$100)
- the option to add Extra Cover of up to \$5,000 for an additional fee
- access to tracking data to report on the delivery status for each article; and
- the option to send SMS and email tracking notifications to recipients at no extra cost.

If you're sending items in small volumes, use Registered Post prepaid envelopes, available individually or in packs of 10. For more info, see auspost.com.au/registeredpost.

Delivery speed

As well as Priority delivery, Registered Post Imprint offers the option of a lower cost Regular delivery timetable for non-time critical mail, taking an additional 1–3 business days for delivery.

Article types

Registered Post Imprint articles must be in envelopes. Plastic wrapped articles are not accepted. All articles in a lodgement must be of the same size and weight category, and for the same delivery speed.

Using Registered Post Imprint

To get started simply contact your Australia Post representative. You'll need to provide your Australia Post Business Credit Account name and number, and advise if you'd like to opt-in for Delivery Status Reporting.

If you don't have an existing Business Credit Account, you can visit the Australia Post website for details on how to apply.

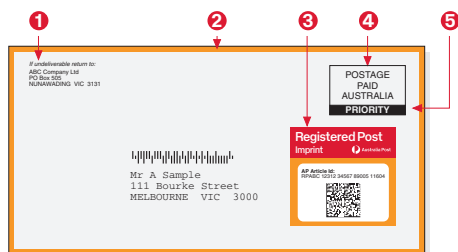


What size articles?	Large		
	Small	Small Plus	
What weight articles? (g)	125	125	125, 250, 500
How fast?	Priority: Same state metro - up to 2 days Regular: Same state metro 3–4 days		
The minimum volume?	No minimum per lodgement		
Do I need to print barcodes?	Yes 2D barcode required for tracking. 4-state barcode for addressing is recommended but not required.		
Do I need to sort the articles?	Yes Prepare in trays and label as per article design requirements		
Do I need to apply?	Yes Application process applies		

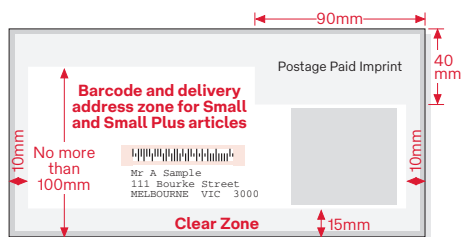
Article design

The envelope needs to be printed with:

- 1 the return address, the preferred location is here or on the back
- 2 a border on the front and back in Pantone® Orange PMS 151
- 3 a unique Registered Post Imprint, with a GS1 DataMatrix (2D) barcode for each article, according to Imprint specifications provided
- 4 the Postage Paid Imprint
- 5 the Priority delivery indicator, if this delivery timetable is selected.



Registered Imprint articles have to be suitable for Australia Post's automatic barcode reading equipment, so there are some correct addressing conditions to be observed.



The *Registered Post Imprint specifications* document has full information on barcode design. The *PreSort Letters service guide* provides further information on article layout.

Sorting summary

Separate barcoded from unbarcoded articles according to size category, weight category and delivery timetable.

To prepare lodgement of Registered Post Imprint articles, it is recommended to presort your articles to either of two sort categories:

Barcoded Trays — For unsorted barcoded articles arranged in letter trays.

Unbarcoded Trays — Any articles which cannot be barcoded need to be in separate trays.

Complete and affix tray labels.

Lodgement

- Lodge mail online using eLMS (electronic lodgement of mailing statements). Alternatively, complete the *Full rate mailing statement* (8837789) or provide appropriate supporting documentation for these articles.
- Lodge at any Post Office, or if lodging a large number of letters using Registered Post Imprint, we recommend your local Australia Post business centre or hub.

Documentation

- For further information: *Registered Post Imprint specifications*.
- To apply for the service: contact your Australia Post Account Manager.
- To lodge articles: *Full rate mailing statement* (8837789) or appropriate supporting documentation.
- Website: auspost.com.au/registeredpostimprint.

Payment options

Australia Post offers a range of payment methods for bulk mail services: credit accounts, cash, EFTPOS and postage meters.

Australia Post Account

Accounts are available to businesses. It's free to apply and only takes a few minutes.

Once approved, you can charge the following products and services to your account:

- Letter and parcel services, postage meter resets
- Prepaid envelopes and satchels (including Express Post), Courier service, packaging
- Mail Redirection and Mail Holding services, Data and marketing solutions, stationery and office supplies.

To apply, download and complete the *Business Credit Account Application* (8833097) from the Australia Post website or pick one up from your local Australia Post Business Hub or Post Office.

Postage meters

You can use postage meters to pay for any of the bulk mail services except for Unaddressed Mail, Domestic letter with tracking Imprint and Registered Post Imprint.

Postage meters are simple to use and enable you to purchase and print postage at any time, without leaving your office, and an added benefit is that Australia Post offers a 2.5 per cent rebate of the reset value of every postage meter reset. This means, for example, if you reset for \$1,000 worth of postage you will only be charged \$975.

When lodging larger volumes of metered mail for the Print Post, PreSort Letters, Charity Mail or Full Rate services please complete a *Meter lodgement document* (8838236) and present it with your articles.



Payment by EFTPOS (debit and credit cards)

Australia Post accepts payment for postage by EFTPOS if the office of lodgement has correctly working EFTPOS equipment.

Use only one payment method per lodgement

The payment for an entire lodgement needs to be made using one payment method only – for example; don't use a postage meter for half of the articles and an Account for the rest.

For more information

Please contact your Account Manager
or email us.



business@auspost.com.au



auspost.com.au/bulkmail