

# Meter – lodgement document



## Terms and Conditions

The *Australia Post Terms and Conditions* (AP Terms) govern the use of PreSort Letters, Charity Mail, Promo Post and Print Post. The AP Terms can be found at [auspost.com.au/terms-conditions](http://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.

## Customer's details

Contact name	Phone number
<input type="text"/>	<input type="text"/>
Position/job title	
<input type="text"/>	
Email	
<input type="text"/>	
Company / business name (block capitals please)	
<input type="text"/>	
Address	
<input type="text"/>	
Postcode	
Job reference / lodgement number	Postage meter licence number
<input type="text"/>	<input type="text"/>

## Mailing agent's details (if applicable)

Contact name	Phone number
<input type="text"/>	<input type="text"/>
Company / business name	
<input type="text"/>	

## Mail details

Article size / weight category: (select one only)

**Small**      **Small Plus**

Up to 125g     Up to 125g

**Large**

<input type="radio"/> 125g	<input type="radio"/> 300g*	<input type="radio"/> 450g*	<input type="radio"/> 700g*	<input type="radio"/> 1kg*
<input type="radio"/> 175g*	<input type="radio"/> 350g*	<input type="radio"/> 500g†	<input type="radio"/> 800g*	
<input type="radio"/> 250g	<input type="radio"/> 400g*	<input type="radio"/> 600g*	<input type="radio"/> 900g*	

\* Applicable to Print Post only    † Not applicable for Promo Post

Delivery standard: (select one only – use a separate lodgement document if more than one delivery standard applies)

Regular delivery     Priority delivery

Do you require any Special services (eg. Registered Post)?

No     Yes → Specify type

Name of facility where lodging mail

## Full rate lodgement

B01/B03/C01/C03

No. of articles

No. of trays

## PreSort / Charity Mail / Promo Post lodgement

A08/B09/B10/B12/C09/C10/C12

Sort category	Number of articles		Number of trays
	Same state	Other state	
• Direct trays			
• Residue trays			
• Unbarcoded trays			

Charity Mail Approval Number (if eligible)

A05/A06/C05

## Print Post lodgement

C15/C16/C17/P15/P16/P17

Print Post publication number

Sort category	Number of articles		Number of trays
	Same state	Other state	
• Postcode Direct			
• Area Direct			
• Residue			

## 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 PreSort Letters, Charity Mail, Promo Post or Print Post Terms and Conditions.
3. All information contained on this document is to the best of my knowledge true and correct.
4. 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.
5. Articles lodged under The Charity Mail Service contain contents originating from the approved charity.
6. I certify that the address details contained within any barcoded articles in 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 (Applicable Presort lodgements only).

Signature (Customer or Agent)

<input type="text"/>	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	Less	Less	at	=	=
ULD 2	Less	Less	at	=	=
ULD 3	Less	Less	at	=	=
ULD 4	Less	Less	at	=	=
ULD 5	Less	Less	at	=	=
ULD 6	Less	Less	at	=	=
ULD 7	Less	Less	at	=	=

Sample article weights

10  20  50

Mail prepared correctly?  Yes  No

Type of check performed  Basic  Full

Checking officer's name

Total Article Weight (TAW)

(No. of articles x weight specified on front)  
Expected Total Article Weight (ETAW)

Variation %  
[(TAW ÷ ETAW - 1) x 100]

Date (DD / MM / YYYY)

/ /

## Correct addressing checklist – Summary of addressing conditions

	Customer use	Australia Post official use	Customer use
<b>1. Address block requirements</b>			
• Address labels straight and firmly affixed	<input type="checkbox"/>	<input type="checkbox"/>	
• Non-address information confined to top of address block?	<input type="checkbox"/>	<input type="checkbox"/>	
• Address block clearly visible through window panel when the article is presented for lodgement	<input type="checkbox"/>	<input type="checkbox"/>	
• Address parallel to the long side of the envelope	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Second last line</b>			
• Number and name of street or box / bag no	<input type="checkbox"/>	<input type="checkbox"/>	
• Must be aligned left	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Bottom line</b>			
• Must contain in the following order: the locality, the state or territory abbreviation and finally the postcode	<input type="checkbox"/>	<input type="checkbox"/>	
• This line is to be printed in CAPITALS with no punctuation and no underlining	<input type="checkbox"/>	<input type="checkbox"/>	
• Leave one or two spaces only between the locality, state or territory abbreviation and the postcode	<input type="checkbox"/>	<input type="checkbox"/>	
• Must be aligned left	<input type="checkbox"/>	<input type="checkbox"/>	
• Additional address information above the last two lines of the address	<input type="checkbox"/>	<input type="checkbox"/>	
<b>2. Print requirements</b>			
• Articles are machine addressed	<input type="checkbox"/>	<input type="checkbox"/>	
<b>3. Print characteristics (not mandatory for PreSort Letters)</b>			
• Print characters the required size?	<input type="checkbox"/>	<input type="checkbox"/>	
• No attributes such as italics, bolding, shadowing or underlining?	<input type="checkbox"/>	<input type="checkbox"/>	
• No artistic or script fonts?	<input type="checkbox"/>	<input type="checkbox"/>	
• Print characters do not touch or overlap?	<input type="checkbox"/>	<input type="checkbox"/>	
• Red, orange and yellow inks not used?	<input type="checkbox"/>	<input type="checkbox"/>	
<b>4. Envelope zones</b>			
• Envelope zones being observed?	<input type="checkbox"/>	<input type="checkbox"/>	
<b>5. Envelope conditions</b>			
• Envelope colour white or pastel colour?	<input type="checkbox"/>	<input type="checkbox"/>	
• Envelope paper without patterns or pronounced fibres?	<input type="checkbox"/>	<input type="checkbox"/>	
<b>6. Window panel requirements</b>			
• Address block including barcode is clearly visible through window panel when the article is presented for lodgement	<input type="checkbox"/>	<input type="checkbox"/>	
• Address area visible through the window panel, plain white or a pastel colour, with no patterns?	<input type="checkbox"/>	<input type="checkbox"/>	
• Panel quality suitable?	<input type="checkbox"/>	<input type="checkbox"/>	
<b>7. Indicia / delivery speed indicator</b>			
• 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 appropriate service guides:

- **PreSort Letters service guide (8833700)**
- **Print Post service guide (8834059)**
- **Postage Meters Conditions of use (8833675)**