



Use for new applications or changes to details.  
Send completed form to: [PrintPostApplications@auspost.com.au](mailto:PrintPostApplications@auspost.com.au)

Print Post Terms and Conditions

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

☐ **New application** → Provisional publication number (if supplied)

OR

☐ **Change to existing Print Post publication details** Print Post publication number

Publication details

**A copy of the latest issue of the Publication, if the Publication already exists, is to be presented with this application.**

Full title of publication

Main activity or industry

Publication type: (select one only)

☐ Business to business ☐ Catalogue ☐ General interest

☐ Loyalty ☐ Newsletter ☐ Special interest

Number of issues to be published each year (Minimum of 2)

Estimated number of copies per issue to be lodged with Australia Post

Country where the publication is printed

Expected average weight  
 g\*

Expected length, width and thickness, as wrapped  
L  mm × W  mm × T  mm

\*Max 1,000g = 1kg. For over 1kg, enquire about a parcel contract

Customer details

Business name

Address  
  
  
 Postcode

ABN

Contact name Phone number

Position/title

Customer details (continued)

Email

Mailing agent details (if applicable)

Business name

Address

Contact name Phone number

Email

Preferred lodgement points (subject to approval)

  

Payment details

Are these mail costs to be charged to your Australia Post Business Credit Account?

☐ No ☐ Yes → Account Number

Australia Post Business Credit Account Number for payment of returned (undeliverable) articles

Return address for undeliverables

  

See *Print Post Terms and Conditions* for further explanation

Declaration

**I hereby warrant and declare that:**

- I am authorised by the Customer to make this application for a Print Post Publication Number.
- All information contained in this document is, to the best of my knowledge, true and correct.
- When using the Print Post service the Customer will display the approved Postage Paid/postage meter impression and Print Post imprints.
- No Print Post articles lodged with Australia Post will 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 goods ask at any Post Office or look at the Australia Post website).
- I understand and, on behalf of the Customer, accept the obligation to pay for returned (undeliverable) articles and the obligation to pay a surcharge (in accordance with section 1.8 of the *Print Post service guide*) where the Australia Post correct addressing format is not used.
- The Customer or its agent will advise Australia Post of any changes to the details completed on this form.
- I confirm that the Customer understands that confirmation of a Print Post Publication Number does not guarantee that the articles lodged will be accepted for delivery at the Print Post service rates. In order to qualify for the Print Post service rates all articles lodged must comply with the *Print Post terms and conditions* or as otherwise agreed between Australia Post and the Customer.

Name Date (DD/MM/YYYY)  
  
/ /

Position/title and organisation (block capitals please)