

# Print 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)*.

Important: See Print Post Terms and Conditions and Privacy Notice on the following page.

## Customer's details

Please advise your Print Post Co-ordinator if any of these details have changed since your last lodgement.

Name of Publisher (or Distributor)

Address

Postcode

Contact name      Phone number

 

Department / section

Email

## Mailing agent's details (if applicable)

Contact name      Phone number

 

Company / business name

## Payment details

Cash     Postage meter

Australia Post Business Credit Account Number

Reference details for invoice

## Publication details

Full title of publication

Print Post publication number

Article size / weight category: (select one only)

**Small**

0-125g

**Large**

125g

300g

450g

700g

1kg

175g

350g

500g

800g

250g

400g

600g

900g

Weight of each copy in grams

Lodgement date (DD/MM/YYYY)

 / 

Customer reference number

Lodgement number

 of 

Name of facility where lodging mail

## Mail details

Sort category	Number of articles			
	Regular delivery (P15/P16/P17)		Priority delivery (C15/C16/C17)	
Same state	Other state	Same state	Other state	
• Postcode Direct				
• Area Direct				
• Residue				

Barcode declaration	Number of articles	Per cent of articles
		%*
<b>Total</b>		100%

\* Surcharge applies for lodgements of **2,000 or more articles per publication** where % barcoded is **less than 80%**

## Declaration

### I hereby warrant and declare that:

1. I am authorised by the Customer to complete this Lodgement Document and lodge articles for delivery by Australia Post using the Print Post service.
2. I have read and (to the extent terms are not otherwise agreed by the Customer and Australia Post), on behalf of the Customer, I agree to the *Print Post service terms and conditions*.
3. All information that has been completed on behalf of the Customer in this document is, to the best of my knowledge, true and correct.
4. 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.
5. The volume and percentage declared as barcoded is accurate.
6. The plastic material (polymer film) used to wrap articles conforms to the Plastic Wrap Specifications.\*

### I Acknowledge and Agree on behalf of the Customer that:

1. Australia Post will have accepted this lodgement only when the Lodgement Document is correctly received.
2. Receipt, carriage and / or delivery by Australia Post of any articles accompanying this Lodgement Document will not mean that Australia Post has agreed that the articles are eligible for carriage at the Print Post rates of postage.
3. Notwithstanding that the articles have been lodged, Australia Post may determine at any stage that the articles are not eligible for carriage at the Print Post rates of postage, in which case postage shall be assessed at the appropriate higher rate. The Customer will pay any such additional postage charges.
4. Each undelivered article will be returned to the return address specified on the article by ordinary post at which time the Customer, or person nominated as the return addressee on the *Print Post Publication Number* form, shall pay the cost of the return postage. The cost of the return postage will be assessed at the appropriate ordinary letter rate unless prior alternative arrangements have been made with Australia Post.\*
5. A surcharge of 5¢ applies to each article where\*: Plastic wrap conditions are not met; barcode print conditions are not met or address block conditions are not met, or where the minimum percentage barcode threshold has not been met.

\* Refer to the *Print Post service guide (8834059)* for further details.

Signature (Customer or Agent)

 Date (DD/MM/YYYY)  / 

Name (block capitals please)

## Australia Post use only

**Barcoding 80%**  
volume shortfall qty

→ Surcharge on greater qty  
× 5¢ (P24)

**Article conditions**  
non-conformance qty

 \$

Name of accepting officer

Phone number

Office of lodgement

 / 

Date of lodgement

Time of lodgement

Post+ receipt number

## 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.

### Lodgement checklist

	Customer use	Australia Post official use
<b>1. The publication is approved for carriage by Print Post.</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>2. The front of this lodgement document has been correctly completed and signed.</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>3. Each article lodged:</b> <ul style="list-style-type: none"><li>fits within a “box” 360 mm × 260 mm × 20 mm and weighs no more than 1kg</li><li>is the same weight</li></ul>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
<b>4. Each item is printed with:</b> <ul style="list-style-type: none"><li>the publication date on the publication</li><li>“Print Post Approved” on the front of the envelope / wrapper</li><li>the inscription “Print Post” and the Print Post Publication Number on the envelope / wrapper</li><li>a postage paid imprint on the envelope / wrapper</li><li>the Print Post indicator on the envelope / wrapper (unless air premium applies)</li></ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>5. Indicia / delivery speed indicator</b> <ul style="list-style-type: none"><li>Indicia printed is clearly visible and is as per the prescribed service guidelines</li></ul>	<input type="checkbox"/>	<input type="checkbox"/>

Full details for correct addressing conditions are contained in the *Print Post service guide* (8834059).