



Print Post

Service guide – April 2024





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auspost.com.au/printpost



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Australia Post
Print Post
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STRAWBERRY HILLS NSW 2012

Disclaimer

This guide presents the Print Post service and explains its conditions of use. It is intended for the guidance of customers in preparing and lodging articles within Australia for carriage by Australia Post.

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the date of publication, conditions are subject to revision from time to time and services may be modified, added to or withdrawn.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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Do you mail magazines, newspapers, catalogues, newsletters or similar publications?

Do you include special offers with your publication?

Do you mail more than 100 articles at a time?


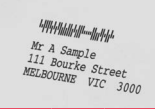

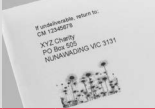
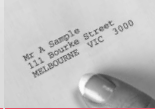
Then Print Post may be for you!


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Bulk mail services compared

	Print Post	PreSort Letters	Promo Post	Charity Mail	Clean Mail
					
What can this service do for me?	Deliver approved regular publications, eg catalogues, magazines or newsletters	Deliver machine-addressed barcoded 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 machine-addressed articles at a lower price without barcoding or sorting
What size articles can I send?	Small Large	Small Small Plus Large	Small Small Plus Large	Small Large	Small Small Plus
What weight articles can I send? Pricing steps (g)	125 125, 175, 250, 300, 350, 400, 450, 500, 600, 700, 800, 900, 1kg	125 125 125, 250, 500	125 125 125, 250	125 125, 250	125 125
How fast is the delivery?	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	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 and speed	100	300 barcoded	4,000 barcoded	300 barcoded	300
Do I need to print barcodes?	Yes	Yes	Yes	Yes	No
Do I need to sort the articles?	Yes	Yes	Yes	Yes	No
Do I need to apply to use this service?	Yes	Yes	Yes PreSort Letters application process	Yes	No
How does the cost per article compare? eg Small article, 125g					

 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

Unaddressed Mail

Domestic letter with tracking imprint

Registered Post Imprint



Deliver articles for less than Full Rate mail

Make it easy for your customers to respond

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

Deliver large volumes of tracked articles at a lower rate

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

Large		Large		Large		Large			Large		
Small		Small		Small		Small	Small Plus		Small	Small Plus	
250	125, 250, 500	125	125, 250, 500	50, 100	50, 100	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: (PO Box / Bags only); Same state metro - up to 2 days
Regular: Same state metro 3-4 days

1-7 days

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

No minimum

One suburb, postcode, postal round or local government area

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

No minimum

No

Yes (Preprinted)

N/A

2D required for tracking

2D required for tracking

No

No

Yes

Yes

Yes

Requires a postage meter or Australia Post Account

Yes

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

Yes

Yes



Refer to the website

Refer to the website



What's in the guide?

This guide is written to provide ease of reference within three simple sections: Print Post basics, Print Post preparation and Print Post lodgement.

In addition, there are specialised sections for barcoding print specifications and large volume (5,000+) lodgements (including linehaul).

Section 1 – Print Post basics

This is essential reading and should be read first, as it covers the service at a glance, including features and benefits. This section provides you with a brief overview of the service and enough knowledge to ensure the correct solution has been selected for your mailing needs. You can then progress to the more detailed sections of Print Post preparation and Print Post lodgement.

Section 2 – Print Post preparation

This section provides the detail required to prepare articles ready for lodgement. It covers areas such as content, size and weight, article type and plastic wrapping, through to barcoding, inscriptions, layout and addressing requirements. This section equips you with all you need to know in order to correctly prepare your Print Post articles.

Section 3 – Print Post lodgement

This section provides the detail required to lodge articles. It covers areas such as choosing sort categories, how to prepare letter trays and completing and affixing tray labels, through to lodgement documentation and where to lodge articles. This section equips you with all you need to know in order to successfully lodge your Print Post articles.

Section 4 – Barcoding print specifications

This section provides detailed information on the AMAS program, the Postal Address File (PAF) and printing the 4-state barcode.

Section 5 – Large volume lodgements (including linehaul)

This section provides detailed information about large volume lodgements of articles. It covers preparation and presentation of articles in ULDs and access to linehaul interstate.

1. Print Post basics

1.1 What is Print Post?

Print Post is an Australia Post service for the delivery of approved periodical publications along with promotional letters or supplements to addresses within Australia.

Print Post is used by small associations for the delivery of newsletters and special interest publications, through to organisations that distribute large circulation magazines, newspapers and catalogues.

1.2 Why use Print Post?

Print Post is an economical choice for sending approved publications to your target market. With Print Post, you can:

- lodge bulk mailings of 100 or more articles of the same title
- have undeliverable articles returned
- access lower prices for sorting your articles
- use the Reply Paid service in conjunction with Print Post.

In addition, the Print Post service also:

- has access to Post Office Box addresses
- has access to the Redirection service
- allows a postage meter to be used as a payment method
- allows the choice of Priority or Regular delivery timetables
- delivers nationwide with daily normal mail by the same professional delivery officers.



1.2.1 Personalisation

Include personalised promotional messaging to obtain greater response and re-subscription rates from your publications.

Promotional messages may be included:

- as a letter or insert
- directly in the publication
- on the address flysheet.

1.3 What qualifies for Print Post?

To access the Print Post service a publication must:

- be approved by Australia Post for carriage by Print Post, and issued with a Print Post Publication Number
- consist of printed matter
- be a continuing periodical with a fixed title
- be issued and distributed at least twice per year.

A promotional letter and any supplements, including samples of goods, may be included with copies of an issue as long as the conditions in this guide have been met.

For information about what communication types are permitted to accompany the publications sent using Print Post, refer to **auspost.com.au/printpost**.

→ See section 2.3.1 and section 2.3.2

1.3.1 Print Post Direct Bag International

If you have international subscriptions, you can send them using the Print Post Direct Bag International service. For details refer to section 1.3 of the *International mail services guide*, available at **auspost.com.au**, or discuss with your Australia Post account manager, or the contacts detailed at the front of this guide.

1.4 How to apply

You need to apply for the service by completing a *Print Post publication number application* form (8835284). This form is submitted along with a sample of your publication for approval prior to lodgement.

The image shows a form titled "Print Post - publication number" with the Australia Post logo. The form is divided into several sections: "Use for new applications or changes to details", "Publication contact details", "Publication details", "Preferred judgement points (subject to approval)", "Mailing agent details (if applicable)", "Payment details", "Return address for undeliverables", "Customer details", and "Declaration". Each section contains various fields for text entry, checkboxes, and radio buttons. The form is designed to collect information for a new application or to update existing details for a Print Post publication.

Approval is free and you will be assigned a unique Print Post publication number.

→ See section 2.2

1.5 Preparation basics

Information in this section is designed to provide an overview of article preparation. More detailed information can be found in the Print Post preparation section.

1.5.1 Article size, weight and type requirements

Print Post is available for *Small* and *Large* size categories. All articles in a lodgement must be within the same size category.

Articles can weigh up to 1kg.

Attribute	Small	Large
Maximum weight	125g	1kg Pricing applies in 13 weight steps of: Up to 125g, 175g, 250g, 300g, 350g, 400g, 450g, 500g, 600g, 700g, 800g, 900g and 1kg
Minimum size	88 × 138mm	Must not be a <i>Small</i> article
Maximum size	130 × 240mm	260 × 360mm
Maximum thickness	5mm	20mm
Shape	Rectangular [†]	Rectangular
Common examples	DL (110 × 220mm) C6 (114 × 162mm) DLE (114 × 225mm) DLX (120 × 235mm)	C5 (162 × 229mm) B5 (176 × 250mm) B6 / C4 (125 × 324mm) C4 (229 × 324mm) B4 (250 × 353mm)

† The length must be at least 1.2 times the width.

Articles can be either enveloped or plastic wrapped. Excess plastic wrapping is *not included* when measuring plastic wrapped Print Post articles.

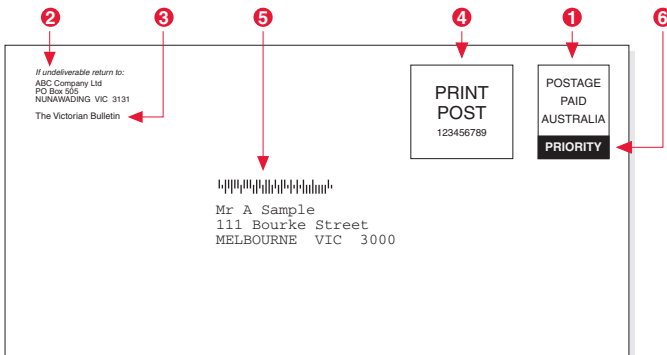
→ See section 2.3

1.5.2 Article layout requirements

You need to pay particular attention to addressing.

Articles need the addressed side to be printed with:

- ❶ the Postage Paid Imprint (unless a postage meter is used)
- ❷ the company name and return address
- ❸ the publication title
- ❹ the Print Post Imprint with publication number
- ❺ a barcode, and a delivery address that observes correct addressing conditions
- ❻ the Priority delivery indicator, if this delivery timetable is selected.



→ See section 2.3–2.7

Surcharges (in addition to the published prices) will apply for articles which do not meet:

- plastic wrapping requirements detailed in section 2.3.7 (if applicable)
- the barcoding and / or Correct Addressing conditions detailed in section 2.7.

Note: A surcharge will only be applied to one non-compliance per lodgement.

1.5.3 Barcoding

For lodgements containing less than 2,000 articles per publication – barcoding is optional, however you are encouraged to apply barcodes. The benefit for you is that correctly barcoded articles are not subject to Correct Addressing conditions.

For lodgements containing 2,000 or more articles per publication – a minimum barcode threshold of 80 per cent per publication must be achieved to avoid a surcharge, calculated on the difference between the minimum threshold (80 per cent) and the barcoding rate achieved. See examples below:

	Example 1	Example 2
Barcode rate achieved	75%	0% (no barcoding)
Difference between minimum 80% threshold and barcoding rate achieved	$80\% - 75\% = 5\%$	$80\% - 0\% = 80\%$
Surcharge applied on difference	$5\% \times \text{volume} \times \text{surcharge}$	$80\% \times \text{volume} \times \text{surcharge}$

AMAS Certified barcode software

Australia Post certifies barcode software through its *Address Matching Approval System* (AMAS). The certified software contains a copy of Australia Post's *Postal Address File* (PAF). The PAF contains unique 8-digit *Delivery Point Identifiers* (DPIDs) for every address that Australia Post delivers to.

If barcodes are printed, it is a condition of the service that current AMAS certified software is used to match:

- 1 each delivery address in a Print Post lodgement ...
- 2 to its correct DPID (8-digit Delivery Point Identifier) ...
- 3 and print this on the article as a correctly formatted barcode.

1
111 Bourke Street
MELBOURNE VIC 3000 → 2
54516251 → 3


→ See section 2.8 and section 4

1.5.4 Adding logos, advertising and other printing

Any logos, advertising and other printing must follow the requirements for clear zone areas on the article.

→ See section 2.7 and section 2.9

1.6 Lodgement basics

Information in this section is designed to provide an overview of lodgement. More detailed information can be found in the **Print Post lodgement section**.

For large size articles you have the choice to sort articles into three sort categories. For small size articles, only the Residue category is available. Regardless of the sort category, all articles must be placed into correctly labelled Australia Post letter trays.¹ Both trays and labels can be supplied by Australia Post.

The three sort categories are:

Sort category	Description	Pricing categories available
Postcode Direct	<ul style="list-style-type: none"> Large articles only All addressed to a single postcode within the same state of lodgement. Minimum quantities apply depending on article weight. 	<ul style="list-style-type: none"> ✓ Same state ✗ Any Other state articles go to Area Direct or Residue.
Area Direct	<ul style="list-style-type: none"> Large articles only All addressed to a single sort division. Minimum quantities apply depending on article weight. 	<ul style="list-style-type: none"> ✓ Same state ✓ Other state
Residue	<ul style="list-style-type: none"> Small or Large articles Not sorted to the Print Post Sort Plan 	<ul style="list-style-type: none"> ✓ Same state ✓ Other state

Refer to the *Print Post Sort Plan* for the various sort divisions. The Print Post Sort Plan can be found at auspost.com.au/sortplans.

¹ Under certain circumstances the brick-stacking of bundles into ULDs will be permitted. See section 5.4 for details.

You need to provide a *Print Post lodgement document* (8835283 – shown below) when lodging articles.

Provide separate lodgement documents if you have articles for different weight steps.

→ See section 3

1.7 Delivery timetables

Print Post is delivered with letters and other mail.

Two delivery timetables are available: Priority delivery and Regular delivery. Refer to the following timetables (in business days):

For delivery:	Priority delivery		Regular delivery	
	Same state	Other state	Same state	Other state
Within metropolitan areas of capital cities or within the same city or town and environs	2 days	—	4–5 days	—
Between metropolitan areas of capital cities	—	3–8 days	—	3–10 days
Between metropolitan areas of capital cities and country locations	3–5+ days	5–11+ days	4–6 days	6–11+ days
Between country locations	3–5+ days	6–11+ days	5–7+ days	6–13+ days

Articles for different delivery timetables must be lodged in separate trays.

To view detailed information for Print Post delivery timetables, visit auspost.com.au/printpost. These timetables are guidelines only and based on reasonable expectations and experience and do not include External Territories and remote areas¹. Australia Post will not be liable for any loss or damage (including but not limited to consequential loss) resulting from a failure to deliver in accordance with these timetables.

¹ External Territories: Lord Howe Island 2898, Norfolk Island 2899, Christmas Island 6798, Cocos (Keeling) Islands 6799 and Australian Antarctic Territories 7151.

1.7.1 Air carriage

You can choose to pay an air carriage premium and receive the same delivery timetable as letters by ordinary post, based on a before 12 noon lodgement. Delivery timetables for ordinary mail can be viewed at **auspost.com.au**.

Air carriage is only available under special arrangements or agreements, due to specialised labelling requirements. For further information contact either your Australia Post account manager, or the contacts detailed at the front of this guide.

1.8 What will it cost?

Current pricing is listed in the *Post charges* booklet (8833665), which can be obtained from any Post Office, or downloaded from **auspost.com.au**.

The prices for Print Post articles vary by size and weight category, the sort category and the delivery timetable.

Australia Post provides a variety of payment options. For details, please discuss with your lodgement facility or account manager, or the contacts detailed at the front of this guide.

1.8.1 Conditions for same state prices

Articles attract same state prices when lodged within the same state as the delivery address (as defined in the Print Post Sort Plan).

For charging purposes, the Australian Capital Territory is considered to be part of New South Wales, and South Australia does not include the Northern Territory.

1.8.2 Returned mail/undeliverable articles

Each undeliverable article is returned to the nominated return address on the article by ordinary post.

The nominated return address must indicate the name of the Australian person or organisation responsible for accepting undeliverable articles and the charges they have incurred and is required to be shown on each article within a lodgement – see section 2.6. Either a street address or a Post Office Box address is acceptable.

The cost of return postage is assessed at the ordinary post price:

- for small articles – the published Ordinary Small Letter prices will apply
- for large articles up to 500g – the published Ordinary Large Letter prices for a given weight will apply
- for articles over 500g – the published Basic Charge (same state) for Regular Parcels over 500g will apply.

1.9 Summary checklist

The key points covered in this section include:

- ✓ The minimum amount of articles needed to access the service is 100 of the same title.
- ✓ The publication needs to be a continuing periodical with a fixed title, published at least twice a year.
- ✓ A Print Post article may itself contain and be accompanied by personalised promotional communications tailored to the recipient.
- ✓ You must submit a *Print Post Publication Number Application* form to be assigned the unique Print Post number required to access the service.
- ✓ The approved publication number must be included on each article.
- ✓ Print Post is available for *Small* and *Large* size category articles.
- ✓ Print Post is available at Priority and Regular delivery timetables.
- ✓ Barcoding and addressing conditions apply.
- ✓ Sort categories are Postcode Direct, Area Direct and Residue.
- ✓ Complete a *Print Post lodgement document* for each lodgement.
- ✓ Pricing depends on article size, weight, level of sort, delivery timetable and destination.
- ✓ Prices can be located in the *Post charges* booklet (8833665) and the Australia Post website **auspost.com.au**.



2. Print Post preparation

2.1 Preparation overview

This section covers in detail all the information you need to prepare your articles.

The list below illustrates the steps to prepare Print Post. Each requirement is covered in detail throughout the section.

1	Apply for a Print Post publication number	2.2
2	Check article content matches content requirements	2.3.1–2.3.2
3	Check size, weight and type of article matches requirements	2.3.4–2.3.5
4	Follow all guidelines for plastic wrapping requirements (if applicable)	2.3.7
5	Follow all guidelines for unenclosed articles	2.3.8
6	Check article layout addresses all required zones	2.4
7	Check all inscriptions are displayed on article	2.5–2.6
8	Follow all correct addressing requirements	2.7
9	Check all elements of the barcoding process are followed	2.8
You can now prepare to lodge		3

2.2 Applying for Print Post

You need to apply to use the service before preparing and lodging your articles, using a *Print Post publication number application form* (8835284). Application forms may be obtained and submitted at most Post Offices, Business Centres and Mail Centres. Alternatively, they can be downloaded from the Australia Post website at auspost.com.au/printpost.

Either the publisher or distributor may apply and be responsible for meeting the terms and conditions applicable to the use of the service. See section 6.

This form is to be submitted along with a sample of the publication for approval prior to lodgement. If an issue of the publication already exists, a copy of the latest issue is to be submitted with the application. Otherwise, a proof or copy of the first issue is to be forwarded to the approving office as soon as it is available, prior to lodgement.

Forward completed application form and publication sample to the Print Post Coordinator detailed at the front of this guide, email: printpostapplications@auspost.com.au or fax: **02 9202 6060**.

The image shows a detailed application form for Print Post. The form is titled 'Print Post - publication number' and features the Australia Post logo. It is divided into several sections: 'Use for new applications or changes to details', 'Publication contact details', 'Publication details', 'Preferred lodgement points (subject to approval)', 'Mailing agent details (if applicable)', 'Payment details', 'Customer details', and 'Declaration'. Each section contains various fields for text entry, checkboxes, and radio buttons. The form is designed to collect comprehensive information about the applicant, the publication, and the preferred service options.

2.2.1 Print Post publication number

Upon approval of your completed application form, Australia Post will issue a *Print Post publication number*.

Once granted, approval is on-going and does not need periodical renewal, however if a Print Post number is unused for a 12 month period it may be cancelled by Australia Post.

Complete a new application form if the information provided in the first application changes, for example if the publication is transferred to a new publisher.

Note: A single Print Post number will be assigned to any national publication published by one publisher. This is regardless of whether the publication is lodged at multiple lodgement facilities or under multiple accounts.

2.3 Article characteristics

2.3.1 General requirements

All publications in a lodgement must be the same title and issue of a continuing periodical.

The publication must be issued and distributed to recipients at least twice per annum.

A newsletter may be approved as a publication for the purposes of this Service.

Supplements may be included with copies of an issue, provided that each supplement is a permissible promotional communication. A complete list of promotional communication types that can be sent is at auspost.com.au/printpost.

Samples of goods may also be included with copies of an issue, as long as the publication is not being used as a means of delivering goods on a commercial or regular basis (where 'goods' means property or possessions, saleable commodities, merchandise, items of merchandise or wares, including a sample).

The address block (if any) on a Publication may not contain any information other than addressee details.

2.3.2 Personalisation

A Print Post approved publication can be personalised and may include or be accompanied by a supplement, including a promotional letter, subject to meeting criteria set out in the *Print Post permitted communication types table*, found at auspost.com.au/printpost.

Personalisation allows the freedom to include a number of personalised messaging solutions, including:

- a separate personalised letter
- personalised flyersheets
- customised messages and imagery on the publication cover
- personalised editorial and content inside the publication.

Personalised communications, with the exception of permitted subscription communications, must be promotional only in nature and must accompany or be a part of an approved publication.

For more detailed information and examples of promotional communications please refer to the *Print Post permitted communication types table* which can be found at auspost.com.au/printpost.



2.3.3 Publication inscriptions

Each copy of an issue needs to have:

- 1 the title of the publication – printed on the front or back cover
- 2 the date of issue and/or series information – printed in or on the copy, indicating how the issue is placed in the series of issues making up the periodical publication:
 - The series information may be, for example, “Vol. 1 Issue 2”, or
 - The date of the issue may be in the format DD/MM/YYYY or Season YYYY, for example, “05/06/2021” or “Winter 2021”.



2.3.4 Article size, weight and shape

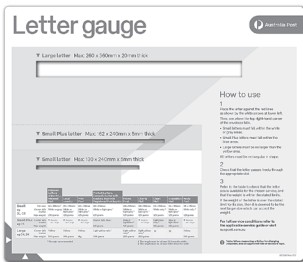
The size categories eligible for the Print Post service are *Small* and *Large*. All articles in a lodgement must be within the same size category.

Attribute	Small	Large
Maximum weight	125g	1kg Pricing applies in 13 weight steps of: Up to 125g, 175g, 250g, 300g, 350g, 400g, 450g, 500g, 600g, 700g, 800g, 900g and 1kg
Minimum size	88 × 138mm	Must not be a <i>Small</i> article
Maximum size	130 × 240mm	260 × 360mm
Maximum thickness	5mm	20mm
Shape	Rectangular†	Rectangular
Common examples	DL (110 × 220mm) C6 (114 × 162mm) DLE (114 × 225mm) DLX (120 × 235mm)	C5 (162 × 229mm) B5 (176 × 250mm) B6/C4 (125 × 324mm) C4 (229 × 324mm) B4 (250 × 353mm)

† The length must be at least 1.2 times the width.

Excess plastic wrapping is *not included* when measuring plastic wrapped Print Post articles.

You can obtain a convenient *Letter gauge* (8833667) from your lodgement facility to assist in measuring articles.



2.3.5 Article type

Print Post articles can either be enclosed in an envelope or plastic wrap.

Alternate packaging and unenclosed or unwrapped articles require specific permission from Australia Post prior to lodgement. See section 2.12 Testing.

Window faced envelopes

One of the main requirements of panel envelopes is that they have good clear panels.

However, even very clear panels can cause sorting difficulties if they reflect light to any great extent. Please refer to Section 8 of the *Letter products and services guide* (available from auspost.com.au).



If the articles are barcoded, the address area visible through the window panel must meet the reflectance requirements contained in Barcoding Specifications. See section 4.2.4.

Open window panels are not permitted.

The recommended minimum size for window panels is:

- 38mm high × 95mm wide, for Small size articles
- 45mm high × 95mm wide, for Large size articles.

The entire address block (including barcode if present), must be clearly visible through the window panel when the article is presented for lodgement. Please ensure they remain visible irrespective of insert movement.

2.3.6 Paper stock

Paper stock is an important consideration as it can affect the ability of high speed letter sorting equipment to process articles without damage.

Australia Post recommends that envelopes and cards comply with Australian Standards for the production of envelopes, Spec 4611 – 1999 (available at: intertekinform.com/en-au/).

For details refer to your paper supplier or envelope manufacturer or visit

auspost.com.au/bulkmail. See section 2.12 Testing.

Paper stock colour

Australia Post recommends white paper or card for your articles, but light tints or half-tones are satisfactory. A general test is that the colours should come on or around the following range of 78 acceptable colour tones selected from the Pantone Matching System®.

100	101	106	107	113	114	120	121	127	128	134	135	136	141
142	148	149	155	162	169	176	196	203	217	250	263	277	290
304	317	331	332	337	344	351	358	365	366	372	373	379	386
393	400	406	413	427	434	441	453	454	460	461	467	468	474
475	482	488	489	496	502	503	510	517	524	530	531	538	545
552	559	566	573	579	580	586	587						

These 78 acceptable colours are illustrated at the back of this guide.

Because of the existence of subjective factors such as the varying degrees of colour perception and the varying conditions under which colours are viewed, cases may arise where doubt exists on acceptability of a particular colour. Australia Post can arrange a test, based on the above zone of acceptable colours.

2.3.7 Plastic wrapping

Plastic wrapping of articles can provide an alternative to envelopes. If desired, artwork and delivery address details can be printed on a sheet of paper called a flysheet, which is visible through the plastic wrapping. It is preferred that flysheets match the size of the publication being mailed – ie: an A4 publication should be accompanied by an A4 flysheet.



Plastic wrapping is available for both Small and Large size category articles.

Plastic envelopes are also considered to be plastic wrapped and are subject to the same conditions.

To enable high speed sorting of plastic wrapped articles, the plastic material used must meet specifications. The plastic wrap specifications can be found at auspost.com.au/plasticwrap.

A Surcharge per article (in addition to the published prices) will apply when the plastic wrapping requirements listed in this section are not met. For each plastic wrap lodgement, customers will be required to certify that the conditions for plastic wrapping have been met.

Material

Attribute	Specification
Strong enough to avoid tearing	Minimum thickness of the polymer film is 25 microns
Anti-static properties to avoid articles sticking together	Static charge < 2.0kV
A co-efficient of friction at a level to allow the articles to pass through the machine pick off mechanism	Coefficient of friction 0.2–0.5 (medium slip)
Not too glossy (reflects too much light) or hazy to prevent mechanical reading of the address	Gloss value must be 150 gloss units or less when measured at 60 degrees Maximum haze level is 75 per cent

Overhang – maximum limits and presentation

To avoid articles becoming jammed during processing, the plastic wrapping should be as tight as possible in order to prevent excessive movement of the contents, without bending the contents. To avoid jamming, the following limits for plastic overhang apply:

1 Height

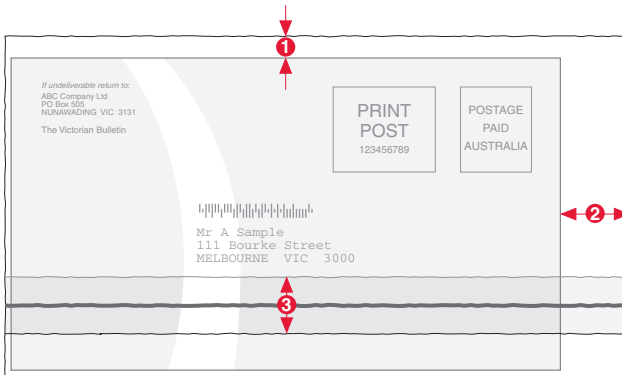
- 5mm for Small size articles
- 15mm for Large size articles.

2 Length

- 15mm for Small articles
- 40mm for Large size articles up to 15mm thick
- 60mm for Large size articles over 15mm thick.

3 Presentation

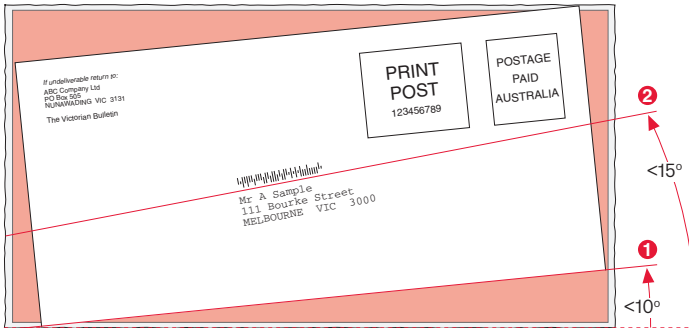
- Address under the wrapper is clearly visible
- Sealing seam and hem must not obscure the address (or barcode if present) even if contents shift.



Address sheet skew

When used inside a plastic wrapper, the printed address sheet (or flysheet) must remain straight enough for automatic processing equipment to read it. The flysheet, address block (and barcode if present) must be straight (ie any skew is less than 10 degrees). To prevent skew, Australia Post recommends the flysheet not be able to skew (turn obliquely or sideways) within the plastic wrap, as shown in the following picture.

- 1 The maximum skew permissible for an address sheet is ± 10 degrees to the article edge.
- 2 The combined skew of the address sheet and barcode must not exceed ± 15 degrees to the article edge.



Common problems with plastic wrapping

If plastic wrapping requirements are not strictly followed then the following problems may damage or delay delivery of your articles.

If ...	Then:
The plastic seam or hem covers any part of the address block or barcode, or the colour of the plastic stops the scanning of the address or barcode ...	The articles cannot be scanned automatically.
The plastic is loose ...	The articles can jam in the processing machines, and may be damaged.
The plastic wrap is not strong enough ...	The plastic or the seam can tear and contents may come out during processing and be lost.
The overhang exceeds the allowable dimensions ...	The articles can jam in the processing machines, and may be damaged.

2.3.8 Sealing of articles

Australia Post recommends each article be secured in a manner which would prevent entrapment of other postal articles. Any opening should not exceed 88mm.

Each article must be secured by a fastening that is *not likely to damage other postal articles nor injure persons handling it*. Where fasteners are used, they must be appropriate to the thickness of the article, and the ends closed together. Staples and any metal fasteners are discouraged, as they are likely to cause injury to staff handling the articles.

Supplements may be included if fastened to the spine of the publication.

Approval to lodge unenclosed or unwrapped copies of an article may be obtained, prior to lodgement, from the officer-in-charge of the lodgement facility. A sample article must be submitted.

2.3.9 Article flexibility and spine

Articles in the Small size category must be reasonably flexible to ensure that they can be processed through high speed letter sorting equipment.

Small size category articles that are too rigid or stiff are ineligible for the service. Some examples of prohibited contents includes pencils, pens and items enclosed in a hard case.

Orientation of publication spine

Publications usually have a “spine” on one of the long edges where the pages are bound using glue, folding or stapling. The spine of the publication should be oriented as follows:



Small articles

Publication spine is along the edge below the addressing.



Large articles with landscape address format

Publication spine is along the edge below the addressing.



Large articles with portrait address format

Publication spine is along the edge to the right of the addressing.

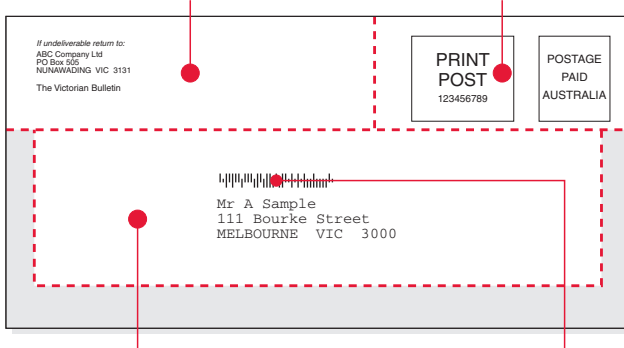


2.4 Article layout and zones

Print Post articles are made up of three printing zones.

The following sections detail the dimensions of these zones, and specify the inscriptions to print within them.

Return address zone section 2.6 **Postage zone** section 2.5



Barcode and delivery address zone section 2.7 **Barcode** section 2.8

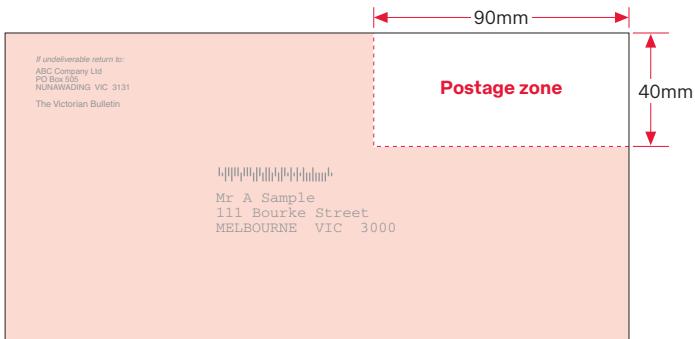
See also, **Adding logos, advertising and other printing** section 2.9.

2.5 Postage zone

The postage zone contains a Postage Paid Imprint or a postage meter mark, a Priority delivery indicator (if the Priority delivery timetable is selected) and the Print Post Imprint. No other inscriptions are permitted.

Dimensions must be:

- 90mm across from the top right-hand corner of the article
- 40mm down from the top edge of the article.



2.5.1 Postage Paid Imprint

All articles that are not metered should bear a Postage Paid Imprint.

The words POSTAGE PAID AUSTRALIA need to be printed in a rectangular box within the following dimensions:

- maximum: 26 × 40mm (see illustration)
- minimum: 19 × 25mm.



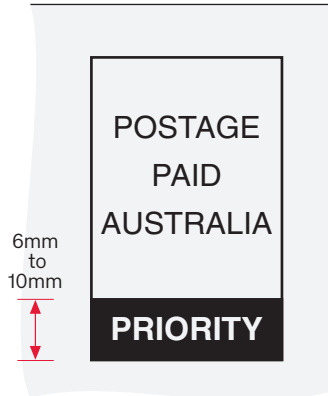
Priority delivery indicator

All articles for which the Priority delivery timetable is selected should include a Priority delivery indicator, located at the bottom of the Postage Paid Imprint.

The word PRIORITY needs to be printed:

- in white capital letters, in a bold font (Helvetica Bold or Arial Bold recommended) at 10 to 14 point size
- in a solid rectangular box: 4 to 6mm high for wide imprints, or 6 to 10mm high for tall imprints.

See example illustrations below.



2.5.2 Personalised Postage Paid Imprint

Australia Post may approve a personalised imprint design. The design must not have the appearance of a postage stamp and the words POSTAGE PAID AUSTRALIA must be prominent (see example illustrations).

If the Priority delivery timetable is selected, the Priority delivery indicator must also be prominent at the bottom of the design.



For approval please email to printpostadmin@auspost.com.au.

2.5.3 Postage meter mark

A postage meter may be used as a payment method for the Print Post service.

The published price must be printed in the postage zone of each article. If a date is included in the meter mark it must be the date of lodgement.

Return address details appearing in the postage zone as part of a postage meter mark are acceptable.

If the Priority delivery timetable is selected, the word PRIORITY must be prominent.



For additional information on metering, refer to the *Postage Meters Conditions of use* booklet (8833675).

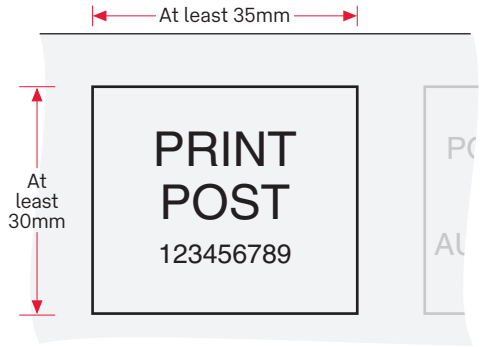
2.5.4 Print Post Imprint, including publication number

All articles must bear a Print Post Imprint, located within the postage zone, to the left of the Postage Paid Imprint or postage meter mark.

The words PRINT POST should be printed in capital letters, centred in a rectangular box with the minimum dimensions of 35 × 30mm (see illustration).

Font size should be a minimum of 18 points (4.6mm high), for Small articles. For Large articles, the recommended minimum font size is 24 points (6.1mm high).

The Print Post publication number for your publication should be clearly printed in the lower part of the box.



2.5.5 Colour of postage zone inscriptions

Any coloured ink can be used. Australia Post prefers dark colours such as black, dark blue and dark green.

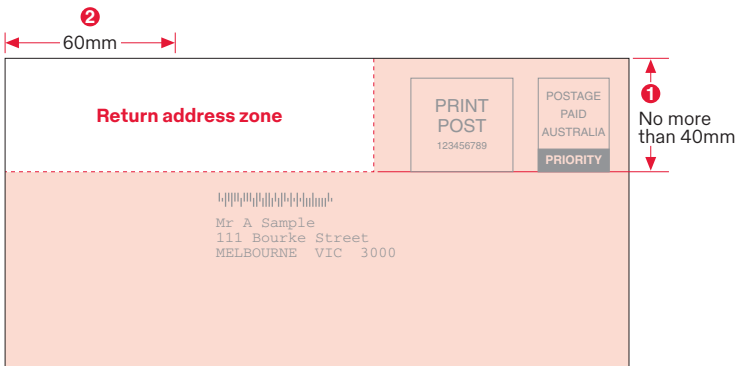
2.6 Return address zone

Each undeliverable article is delivered to the nominated return address on the article by ordinary post. The nominated return address must be that of the person or organisation responsible for accepting undeliverable articles and the charges incurred. It must be an Australian address. A street address or a Post Office Box address is acceptable.

The nominated return address is required to be shown on each article. It is preferred the return address be positioned in the return address zone of the article.

The return address zone is on the upper left-hand corner of the address side of the article:

- ❶ no lower than 40mm from the top edge
- ❷ for large articles in landscape format – no wider than 60mm. See details at section 2.7.2.



Alternatively, the return address may be printed on the back of the article, or in the postage zone as part of a postage meter mark.

2.6.1 Return address layout

- 1 The return address should be prefixed with “If undeliverable, return to:”
- 2 The title of the publication should be shown below the return address.



- No larger than 8 point font preferred.
 - No bolding. Font and colour less prominent than that of the delivery address.
- Variations to these requirements should be submitted for approval. See section 2.12.

2.7 Barcode and delivery address zone

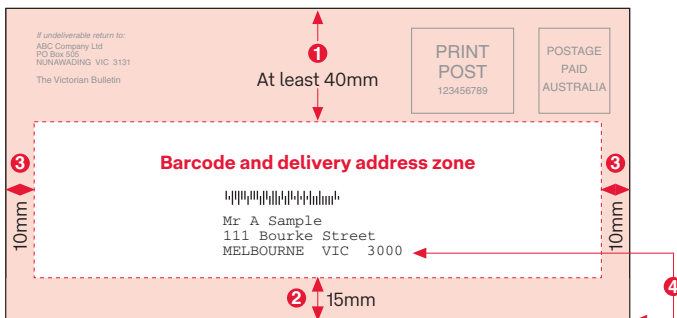
Contains the address (and barcode if present) to which the article is to be delivered.
Do not include any address other than the delivery address in the Barcode and delivery address zone.

Surcharges (in addition to the published prices) will apply for articles which do not meet the barcoding and / or Correct Addressing conditions.

2.7.1 Small articles

The complete delivery address (and barcode if present) must be positioned in the Barcode and delivery address zone of the article:

- 1 at least 40mm from the top edge of the article
- 2 at least 15mm from the bottom edge of the article
- 3 at least 10mm from the left and right edges of the article
- 4 parallel with the long edge of the article.



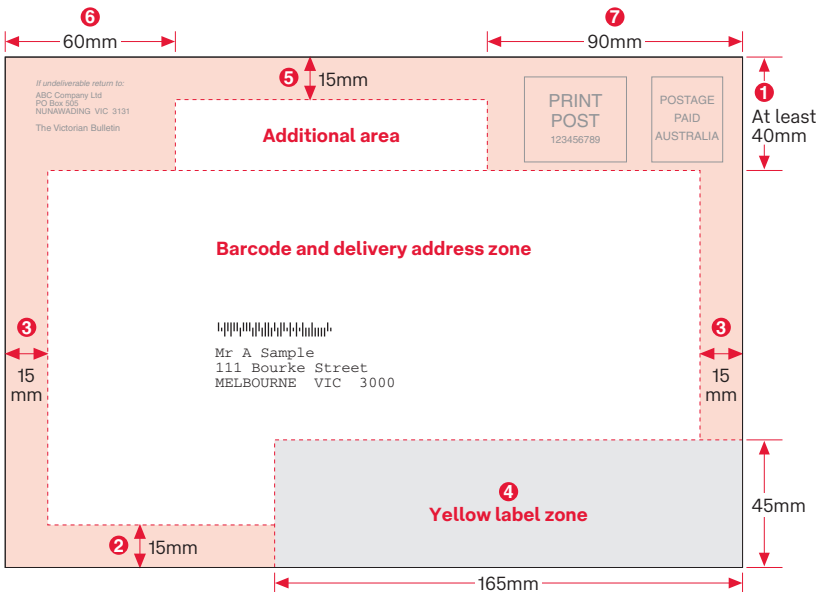
2.7.2 Large articles (landscape layout)

The complete delivery address (and barcode if present) must be positioned in the Barcode and delivery address zone of the article:

- ❶ at least 40mm from the top edge of the article
- ❷ at least 15mm from the bottom edge of the article
- ❸ at least 15mm from the left and right edges of the article.
- ❹ If the publication spine is along the edge of the article below the addressing (see section 2.3.9), then address details must be outside of the Yellow label zone at the bottom right-hand corner of the article, 45mm high and 165mm wide.

If the article is barcoded and the publication spine is along the edge of the article below the addressing (see section 2.3.9), then the delivery address zone can include an additional area. Ensure that the return address does not infringe this area:

- ❺ at least 15mm from the top edge of the article
- ❻ at least 60mm from the left edge of the article and
- ❼ at least 90mm from the right edge of the article.

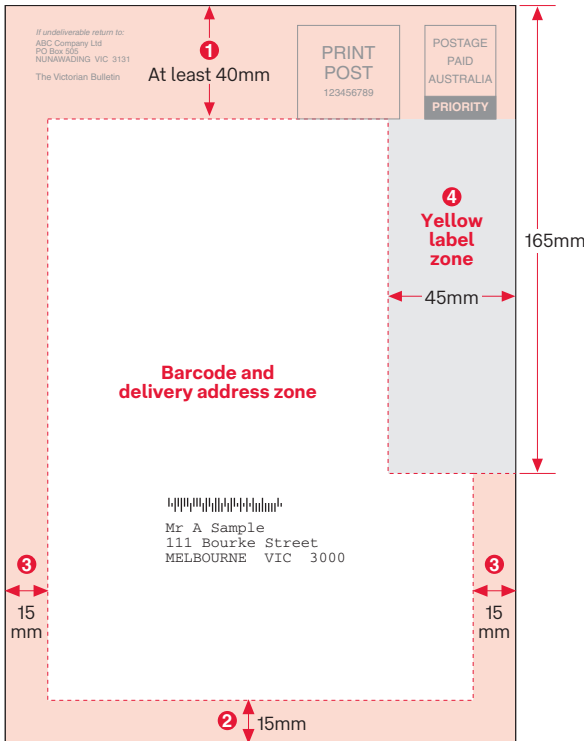


The publication spine should be along the edge of the article below the addressing – see section 2.3.9.

2.7.3 Large articles (portrait layout)

The complete delivery address (and barcode if present) must be positioned in the Barcode and delivery address zone of the article:

- 1 at least 40mm from the top edge of the article
- 2 at least 15mm from the bottom edge of the article
- 3 at least 15mm from the left and right edges of the article
- 4 outside of the Yellow label zone at the top right-hand corner of the article, 165mm high and 45mm wide.

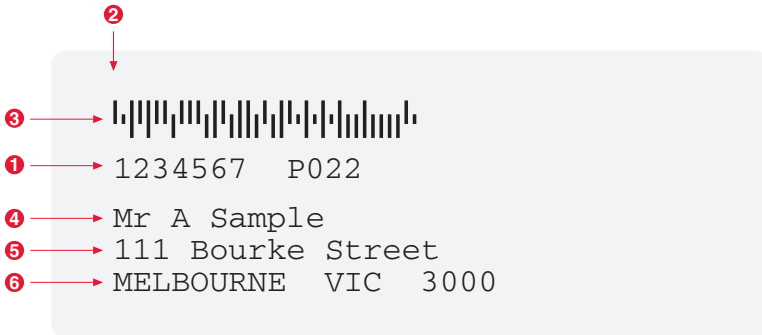


The publication spine should be along the edge of the article to the right of the addressing – see section 2.3.9.

2.7.4 Address layout

Correct addressing conditions ensure the Australia Post delivery system can recognise and interpret the delivery address.

- 1 **Non-address information** such as customer reference codes and sort category, must be printed above the address.
- 2 **Address lines** (excluding barcode placement) must be aligned left.
- 3 **Barcode** – See section 2.8 for barcode requirements.
- 4 **Additional address information** such as business or person’s name if included, must be placed above the last two lines of the address and not below, alongside or within these lines.
- 5 **Second last line** – Must contain the number and name of the street or thoroughfare or Post Office Box or bag number.
- 6 **Bottom line** – For unbarcoded lodgements, must contain in the following order: the locality, the state or territory abbreviation and finally the postcode.
It is recommended that this line is printed in CAPITALS.



Any application for variations or additions to this format should be submitted and approved prior to lodgement. See section 2.12.

Address labels may be used but must be straight and firmly affixed.

The maximum skew permissible for an address line, sheet or label is ± 10 degrees from the bottom edge of the article.

If using window panel envelopes, the entire address block (including barcode if present), must be clearly visible through the window panel when the article is presented for lodgement. Please ensure they remain visible irrespective of insert movement.

Size category	Address orientation
Small	Must be parallel to the long side of the article
Large	Can be orientated to either portrait or landscape

2.7.5 Address fonts and colours

It is recommended that the following fonts be used:

- Fixed pitch fonts are recommended (such as Courier or OCRB, 12 point, 10 pitch). In fixed pitch fonts every character has the same width.

example: Mr A Sample

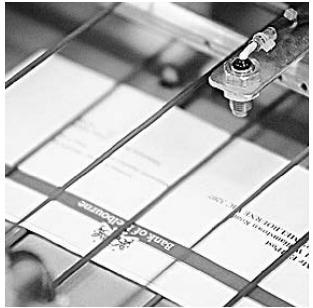

- If proportional fonts are used, it is preferred they be structured in 12 point, ideally Helvetica or Times 12 point. Print characters must not touch or overlap. In proportional fonts different characters have different widths.

example: Mr A Sample


- Avoid using artistic or script fonts. For example: cursive, fancy style fonts such as Brush Script.

example: ~~Mr A Sample~~


- Print characters are acceptable between 1.8mm and 7.0mm high, and between 0.3mm and 7.0mm wide. The ideal height is between 2.0mm and 4.0mm (upper case characters of nominal 10 point and 12 point type generally fall within this range). Line spacing should be between 1.0mm and 2.5mm.
- Avoid using attributes such as *italics*, **bolding**, shadowing, or underlining.
- Dark colours such as black, dark blue and dark green are preferred. Red, orange and yellow inks must not be used.



2.8 Barcoding

For lodgements containing less than 2,000 articles per publication – barcoding is optional, however you are encouraged to apply barcodes. The benefit for you is that correctly barcoded articles are not subject to Correct Addressing conditions detailed in section 2.7.

For lodgements containing 2,000 or more articles per publication – a minimum barcode threshold of 80 per cent per publication must be achieved to avoid a surcharge, calculated on the difference between the minimum threshold (80 per cent) and the barcoding rate achieved. See examples below:

	Example 1	Example 2
Barcode rate achieved	75%	0% (no barcoding)
Difference between minimum 80% threshold and barcoding rate achieved	80% – 75% = 5%	80% – 0% = 80%
Surcharge applied on difference	5% × volume × surcharge	80% × volume × surcharge

For technical details relating to barcoding, including Australia Post’s Postal Address File (PAF) and specifications on printing a barcode, see section 4 Barcoding print specifications.

The barcode used by Australia Post is called a *4-state barcode* and includes a *Delivery Point Identifier* (DPID) which is uniquely applied to Australian addresses.

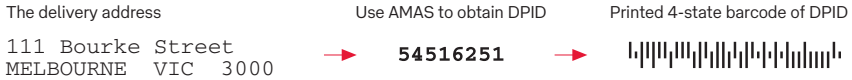
2.8.1 Obtaining the DPID for each address

Australia Post maintains a comprehensive database of addresses called the Postal Address File (PAF), in which each address has a unique Delivery Point Identifier (DPID).

The DPID is an 8-digit number developed by Australia Post that enables each delivery point in Australia to be uniquely identified.

You must use Address Matching Approval System (AMAS) certified software to obtain the correct DPID for each address.

This DPID is then converted into a 4-state barcode and printed onto the article. It is read by Australia Post's mail processing machines.



2.8.2 Barcode location

The barcode can be placed separately from the delivery address, within the Barcode and Delivery Address Zone.

Size category	Barcode orientation
Small	Must be parallel to the long side of the article
Large	Can be orientated to either portrait or landscape. It is recommended that the address and barcode are orientated in the same direction. When using window panel envelopes, it is recommended that the barcode is positioned below the address.

2.8.3 Barcode clear zone

Barcodes require a clear zone that must be kept blank (free of printing or other distractions) immediately above, below, and to the left and right of the barcode. This is to ensure that the barcode can be detected by the reader and processed correctly.



There must be a clear zone (no printing) around the barcode of at least 6mm to the left and right and at least 2mm from the top and bottom.



Non-address information, such as your reference codes, sort plan number, etc, may be located above the bottom two lines of the address block provided the barcode clear zone is observed. There is no requirement for this information to be left aligned.

2.8.4 Customer appended information in barcodes

The standard barcode contains 37 bars, however you have the opportunity to include your own information in 52 or 67 length 4-state barcodes. This information can be used to monitor mail returns for campaigns or orders. The information is encoded and included in the additional bars. See section 4.2 Printing the barcode.

Barcode format	Customer information
52	8 digits or 5 characters 
67	15 digits or 10 characters 

2.8.5 Address Matching Approval System (AMAS)

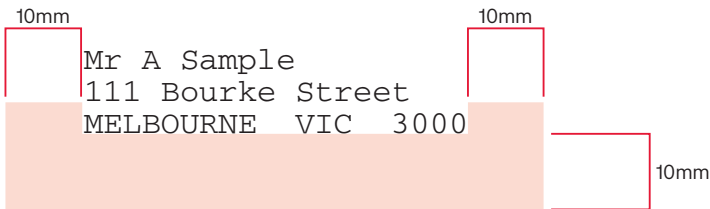
The Address Matching Approval System (AMAS) is designed to improve the quality of addressing. AMAS is a software approval program that provides a standard by which to test and measure the quality of address matching software and its ability to correctly assign a unique Delivery Point Identifier (DPID) to each address record.

To obtain AMAS approved software, a list of software vendors is available on the Australia Post website at auspost.com.au/amas.

2.9 Adding logos, advertising and other printing

Logos, advertising and other printing may be located anywhere on the article, providing that it does not obscure the inscriptions in the postage zone and the return address zone.

A clear zone of at least 10mm must be observed to the left, right and bottom of the last line of the address.



See also, section 2.8.3 for specifications of the barcode clear zone.

2.10 Non-compliance

Acceptance staff at the lodgement facility will perform an inspection to determine if a lodgement satisfies the Correct Addressing and plastic wrapping conditions.

If the percentage of non-compliance with the conditions exceeds 10 per cent of the lodgement, as determined by sampling, you have the option of:

- (a) withdrawing the lodgement, modifying and re-presenting it at a later date, or

(b) proceeding with lodgement, subject to a surcharge being applied to the non-compliant articles. A surcharge will only be applied to one non-compliance per lodgement.

2.11 Dangerous goods declaration

IMPORTANT: When articles exceed 500 grams and Air Carriage has been paid, the envelope or wrapper must carry the following endorsement –

A No Dangerous Goods Declaration Has Been Completed

– as required by Civil Aviation Legislation. The declaration itself is included in the *Print Post lodgement document*.

2.12 Testing

If you are concerned that your articles may not satisfy all service requirements you can request a preliminary test prior to lodgement. Tests can be conducted on the following:

- shape
- packaging materials and design
- window panel quality
- article colour, patterns or watermarks
- paper stock quality
- plastic wrapping
- flexibility
- correct addressing compliance
- positioning of logos, advertising and other printing.

Testing involves processing a sample of articles to determine if they are suitable for machine processing. Articles that pass the test will be accepted at the relevant Print Post price, provided that all other requirements have been met.

Requests for testing should be directed to either your Australia Post account manager or to **printpostadmin@auspost.com.au**.

Barcode Quality Program

Australia Post provides the Barcode Quality Program (BQP) to both customers and suppliers to test the quality of barcodes prior to the print production stage. Information on BQP is available on the Australia Post website at **auspost.com.au/bqp**.



Enquiries about barcode readability should be directed to, **BQPHelp@auspost.com.au**.

2.13 Summary checklist

Print Post preparation involves:

- ✓ Checking the size and weight of the article to ensure it is acceptable.
- ✓ Ensuring the type of article chosen is acceptable.
- ✓ Ensuring all guidelines are followed for plastic wrapping (if applicable).
- ✓ Ensuring all inscriptions, including the indicium, are displayed on the article.
- ✓ Ensuring all correct addressing guidelines are followed.
- ✓ Ensuring all elements of barcoding are followed (if the articles are barcoded).
- ✓ Ensuring all clear zones are followed.

3. Print Post lodgement

3.1 Lodgement overview

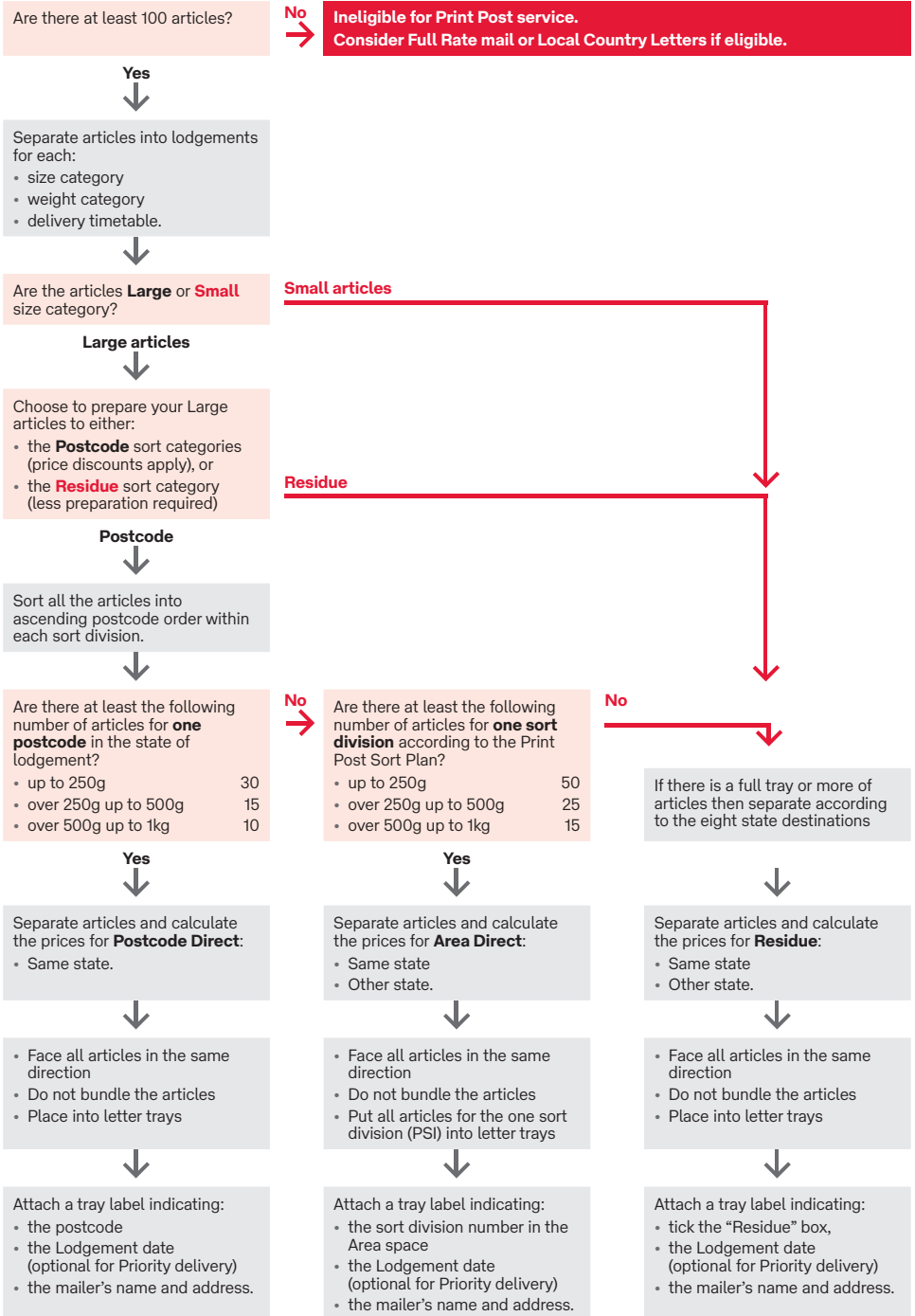
This section covers in detail all the information you need to ensure you lodge your articles correctly.

The list below illustrates the steps to lodge Print Post. Each requirement is covered in detail throughout the section.

1	Choose sort categories	3.2
2	Prepare the letter trays	3.3
3	Prepare and affix tray labels for each letter tray	3.4
4	Complete the lodgement documentation	3.6

You're now ready to lodge

▼ Sorting and lodgement summary flowchart



3.2 Sort categories

To ensure optimum delivery of Print Post articles, you need to prepare and lodge articles correctly.

You have the choice to sort articles according to the following sort categories:

Sort category	Size categories and minimum quantities to qualify	Pricing categories
Postcode Direct <ul style="list-style-type: none"> Large articles separated in a letter tray for one postcode within the same state of lodgement The lowest cost 	Large articles: <ul style="list-style-type: none"> up to 250g 30 over 250g up to 500g 15 over 500g up to 1kg 10 	<ul style="list-style-type: none"> ✓ Same state ✗ Any Other state articles go to Area Direct or Residue.
Area Direct <ul style="list-style-type: none"> Large articles separated for one sort division Grouped into postcodes (ascending order) in letter trays according to the Print Post Sort Plan 	Large articles: <ul style="list-style-type: none"> up to 250g 50 over 250g up to 500g 25 over 500g up to 1kg 15 	<ul style="list-style-type: none"> ✓ Same state ✓ Other state
Residue <ul style="list-style-type: none"> Small or Large articles for any postcode Where there are insufficient articles to make an Area Direct 	Small and Large articles: <p>No minimum quantity. (The total lodgement must contain at least 100 articles)</p>	<ul style="list-style-type: none"> ✓ Same state ✓ Other state

3.2.1 Same state/other state pricing eligibility

Same state prices apply where the articles are addressed to postcodes within the state of lodgement.

Other state prices apply where articles are addressed to postcodes outside the state of lodgement.

Note: Australia Post linehaul may be used to access same state prices. See section 5.6.

3.2.2 Print Post Sort Plan

The Print Post Sort Plan allocates every Australian postcode into a specific range, allowing Australia Post to efficiently sort articles to their point of delivery, and is regularly updated (refer table). To ensure the current sort plan is used, download it from the Australia Post website auspost.com.au/sortplans.

Version number	Release date	Active date	Expiry date
VYYYY1	1 February	First Friday in March	Day prior to first Friday in September
VYYYY2	1 August	First Friday in September	Day prior to first Friday in March

▼ Part of the Print Post Sort Plan – PSI numbers and associated postcode ranges

Valid from 1 March 2024 to 29 August 2024		
Denotes changes made from previous plan		📍 Gateway facility for Linehaul
PreSort Indicator	Postcode ranges	Sort Division
Australian Capital Territory		
019	0200; 2600–2612; 2614–2621; 2623; 2900–2906; 2911–2914	CANBERRA MC 8 Nyrang Street FYSHWICK ACT 2609
New South Wales		
003	1640; 1655; 1658; 1660; 2084–2087; 2092–2097; 2099–2108	SYDNEY WEST LF 2 Wearnes Road

Upon lodgement, Australia Post staff perform a check to determine if articles have been sorted correctly. Australia Post reserves the right to reject a lodgement if an unacceptable number of articles are incorrectly sorted.

3.3 Preparation of letter trays

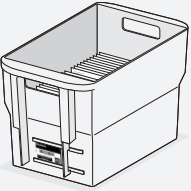
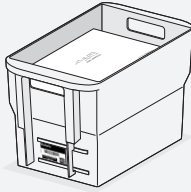
Obtain letter trays at no cost from your lodgement facility.

The process for preparing Postcode Direct, Area Direct and Residue trays is as follows:

- face all articles in the same direction
- do not bundle or tie articles
- place the articles into letter trays as follows:

Article size	Postcode Direct trays	Area Direct trays	Residue trays
Small articles 	✗ Small articles go to Residue.	✗ Small articles go to Residue.	Place into small letter trays, with the addresses facing the front (label end) of the tray. The maximum acceptable weight for a small tray is 9.5kg (including the weight of the tray).

Continued on next page

Article size	Postcode Direct trays	Area Direct trays	Residue trays
Large articles	Place all articles for the same postcode into large letter trays, as below.	Sort the articles into the sort divisions specified in the Print Post Sort Plan. Place all articles for one sort division into large letter trays, as below.	Place into large letter trays, as below.
		For C5 articles – In large letter trays, single layered on the long edge with the addresses facing the front (label end) of the tray. The maximum acceptable weight for a large tray is 16kg (including the weight of the tray).	
		For other sized articles – In large letter trays, lay flat with the addresses face up and with the postage zone imprint at the label end of the tray. To facilitate ease of handling large letter trays should not be filled above the handle holes. The maximum acceptable weight for a large tray is 16kg (including the weight of the tray).	

Articles for different delivery timetables (ie Priority delivery and Regular delivery) must be presented in separate trays.

3.3.1 Overflow trays

Overflow trays can be lodged. An overflow tray is a less-than-full tray that contains all articles remaining after the preparation of trays for the same postcode or sort division. A maximum of one overflow tray for each postcode or sort division is permitted.

3.3.2 State separation of Residue trays

For Residue volumes of:	Then:
Less than full trays	Place articles into separate trays for: <ul style="list-style-type: none"> • Same state destinations • Other state destinations. Affix tray labels for the state where the lodgement is occurring.
Full trays	Place articles into separate trays for each state, as defined in the Print Post Sort Plan: <ul style="list-style-type: none"> • NSW • ACT • VIC • QLD • SA • WA • TAS • NT. Affix the correct tray labels for the state of the destination.

3.4 Completing tray labels

Tray labels must be correctly completed and affixed to each tray.

3.4.1 Preprinted tray labels

Australia Post provides preprinted tray labels at no cost:

- for each state: NSW, ACT, VIC, QLD, SA, WA, TAS and NT
- for each delivery timetable: Priority and Regular, and
- for each tray size: small and large.

Order or obtain these labels from your lodgement facility. Order forms may also be printed or downloaded from the Australia Post website auspost.com.au/traylabels and presented to lodgement centres.

The process for completing preprinted tray labels is as follows:

- 1 Write your name and telephone including area code in the Sender box.
- 2 Write your Job Number in the Job No. space (this number is optional, and is created by and relevant to you and must match with lodgement documentation).
- 3 Write the lodgement date in the Lodgement Date space (this is optional for Priority delivery, but must be the correct date of lodgement if shown).



- 4 To indicate the correct sort category, see table below.

Postcode Direct trays	Area Direct trays	Residue trays
Write the postcode in the Postcode box.	Write the sort division number in the Area box.	Tick the Residue box.

3.4.2 Labelling software

Australia Post recommends the use of Print On Demand labelling systems for preparing lodgements. Print on Demand systems are available either free of charge from Australia Post (*VISA Labelling*) or may be purchased from third party suppliers.

These labels must conform to specifications, which are subject to periodic review. Specifications may be obtained by downloading documentation from the Australia Post website auspost.com.au/traylabels. Third party software must be approved by Australia Post prior to use.

Blank label stock is also provided free of charge by Australia Post. This label stock is heat sensitive, and is suitable for use only in direct thermal label printers.

Please note that Print on Demand labels contain pre-populated information and differ in appearance to preprinted labels.

▼ **Example VISA Postcode Direct tray labels (Priority delivery and Regular delivery)**



3.4.3 How to affix tray labels to letter trays

Label pockets/slots are affixed to all letter trays.

Remove any old tray labels on trays prior to lodgement.

Place a completed tray label in the label pocket/slot with the printed side visible.



3.5 Preparing a small volume lodgement

If you are lodging less than 1,000 articles, Australia Post suggest you consider the following simplest lodgement:

- Count the number of articles for delivery within the state of lodgement (same state)
- Count the number of articles for delivery to other states (other state)
- Place all the articles in trays with a tray label for the state of lodgement affixed
- Tick “Residue” on the tray labels and record the articles as “Residue” on your lodgement document.

3.6 Lodgement of articles

Once a lodgement is prepared and sorted, complete the required lodgement document(s) and lodge your articles.

All articles in the lodgement must be within the same size category.

All articles in the lodgement must be from one issue of a publication and carry the same title and Print Post publication number.

3.6.1 Lodgement documents

The type of documentation will vary depending upon whether a postage meter has been used. Obtain these documents from your lodgement facility or download from auspost.com.au/printpost and auspost.com.au/metering. Please ensure that you are always using the latest version of the documents.

Non-metered articles

Print Post lodgement document
(8835283)

The form is titled "Print Post - Lodgement document" and includes the Australia Post logo. It contains several sections:

- Customer's details:** Fields for business name, address, phone, and email.
- Mail details:** Includes "Postage delivery" (Priority, Standard, Bulk) and "Number of articles" (Total, Priority, Standard, Bulk).
- Subscription details:** Fields for publication name, issue number, and date.
- Declaration:** A section with checkboxes for "Priority delivery" and "Charitable donation".
- Additional Post use only:** Fields for "Handling fee" and "Article condition".

Metered articles

Meter lodgement document
(8838236)

The form is titled "Meter - Lodgement document" and includes the Australia Post logo. It contains several sections:

- Customer's details:** Fields for business name, address, phone, and email.
- Full rate lodgement:** Fields for "No. of articles" and "No. of weight".
- Priority / Charity Mail lodgement:** Fields for "No. of articles" and "No. of weight".
- Clear Mail lodgement:** Fields for "No. of articles" and "No. of weight".
- Print Post lodgement:** Fields for "No. of articles" and "No. of weight".
- Mail details:** Fields for "Weight" and "No. of articles".
- Declaration:** A section with checkboxes for "Priority delivery" and "Charitable donation".
- Additional Post use only:** Fields for "Handling fee" and "Article condition".

If supplements / advertising cause some articles to be in a different weight step then complete a separate lodgement document for each weight step, and mark them, for example "1 of 5", "2 of 5" as appropriate.

3.6.2 AMAS Address Matching Processing Summary Report

Barcoded lodgements must be supported with documentary evidence to validate:

- ❶ The *List Processor's Name* – the name of the company or organisation assigning the DPIDs via the AMAS approved software
- ❷ DPID assignments are made against the current version of the PAF
- ❸ Percentage claimed as barcoded is correct.

To assist in this regard, it is mandatory for AMAS approved batch software is used to generate an Address Matching Processing Summary Report.

▼ Example AMAS Summary Report

AMAS software details		Database / list owner's details	
Company name:		List processor's name:	
Software name and version:		Date file processed:	
Date software certified:		Processed against PAF version number:	
		Name of address list:	
Processing results			
Records matched and DPID appended:	3,088		
Records amended and DPID appended:	552		
Subtotal:	3,640	% of total records	96.3%
Records not matched – no DPID:	139	% of total records	3.7%
Total records processed:	3,779		
Signature of compliance			
<i>I certify that this information is true and accurate -</i>			
Name of list manager / owner:			
Signature of list manager / owner:			
Address:			
Phone number:			
Date:			

The report format and content is indicative of the type of information to be produced by AMAS Address Matching Processing batch software on each execution of a matching submission so that users have the appropriate evidence to support lodgements.

3.6.3 Print Post Manifest

Each lodgement of 2,000 or more articles is required to be supported with a *Print Post Manifest*. There is no standard form provided by Australia Post, so create your own manifest – a simple Word (or equivalent) document suffices.

The minimum description requirements are provided in the following table.

Sort category	List the number of articles
Postcode Direct	<p>① for each postcode</p> <p>② the total for Postcode Direct</p>
Area Direct	<p>③ for each sort division</p> <p>④ the total for Area Direct</p>
Residue	<p>⑤ for each state and territory</p> <p>⑥ the total for Residue</p>

▼ Example Print Post Manifest

Print Post Manifest		Date of lodgement: 5/3/2018		
Customer name:	ABC Publishing	Customer ref no.:	Job 1	
Publication title:	A Magazine	Print Post number:	123456789	
Total articles:	2,118	Article weight:	136 grams	
State of lodgement:	NSW	Delivery standard:	Regular	
Sort Division	Postcode	Postcode Direct	Area Direct	Residue
NSW 003	2084	102	—	—
	2085	93	—	—
	2086	135	—	—
NSW 004	—	—	135	—
	2072	132	—	—
	2073	90	—	—
	2083	96	—	—
NSW 006	—	—	183	—
	—	—	234	—
TOTAL: NSW		648	552	0
VIC 022	—	—	228	—
VIC 023	3011	168	—	—
	3020	96	—	—
	3049	123	—	—
	—	—	168	—
TOTAL: VIC		387	396	135
TOTAL SUMMARY		1035	948	135

①
②
③
④
⑤
⑥

↑ ↑ ↑ ↑ ↑ ↑

3.6.4 Where and when to lodge

Lodgements must be made at the approved facility(s), or designated facilities, as advised by Australia Post.

Print Post has Priority and Regular delivery timetables, each with specific closing times that vary by lodgement facility. Ask your lodgement office for details.

3.6.5 Lodgement in ULDs

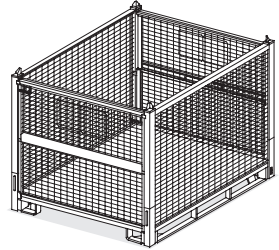
Steel cage containers known as Unit Loading Devices (ULDs) are used by Australia Post to transport mail articles within our network. They can be obtained from Australia Post, subject to availability and in instances where large mail volumes are to be lodged. Contact your mail facility for further information.

ULDs remain the property of Australia Post and all other rules and regulations pertaining to the use of the ULD are applicable. Australia Post reserves the right to charge for any ULD that you damage or do not return.

The maximum weight for a loaded ULD is 600kg (including the weight of the ULD which weigh around 100kg). This means that 500kg is available for the contents. Be aware that ULDs will often exceed the maximum weight limit before they are completely full. In order to maximise transportation efficiency and ULD utilisation, you should ensure that each ULD is used as efficiently as possible.

It is a requirement that you provide a ULD Manifest and affix a label to each ULD. Australia Post prefers ULD labels to be affixed on the front and back. See section 5.5 for more details.

If you are lodging 5,000 or more articles, see section 5 Large volume lodgements (including linehaul).



3.7 Summary checklist

Lodgement of Print Post articles involves:

- ✓ Applying to use the service.
- ✓ Choosing sort categories.
- ✓ Preparing the letter trays by placing the articles correctly in each tray.
- ✓ Separating trays for Priority delivery from trays for Regular delivery.
- ✓ Completing and affixing tray labels correctly.
- ✓ Completion of lodgement documentation. Complete separate lodgement documents for any articles in different weight steps.
- ✓ Lodgement of articles at an approved lodgement facility.



4. Barcoding print specifications

4.1 The Postal Address File (PAF)

The PAF is a national reference file which contains all the addresses to which Australia Post delivers and their associated unique Delivery Point Identifier (DPID).

The mandatory PAF for barcoding purposes is available according to the following quarterly release schedule. Please refer to your AMAS software supplier for other options if you require a more frequent update.

PAF version	Release to AMAS vendors	Issue to end users	PAF expiry date
VYYYY.1	15 October	15 November	31 March
VYYYY.2	30 January	28 February	30 June
VYYYY.3	1 May	31 May	30 September
VYYYY.4	1 August	31 August	31 December
VYYYY.5	15 October	15 November	31 January

AMAS software suppliers are required to supply end-users with the latest version of the PAF within 30 days from the end of the month of the updates being supplied to them. This provides end-users with a minimum of one month to install the new data files and test their systems. It is not necessary to wait until the last permissible use date before the updated release of the PAF is used.

4.1.1 PAF Incremental Changes File

The PAF Incremental Changes File (ICF) is a list of DPIDs where changes have occurred to addresses between one release of the PAF to the next. It is designed to assist organisations that store DPIDs within databases and maintain their currency of these DPIDs against the latest version of the PAF.

The PAF ICF is readily available through AMAS Vendors.

Record Action Codes

The PAF ICF contains *DPIDs*, *Record Action Codes* and *Address Component Indicators*.

The record action code signifies the type of change that has occurred to the associated address details of this DPID since the previous PAF was released.

The address component indicators signify which address components have changed.

The record action code	What it means
D (Delete)	The DPID and its associated address components have been deleted since the previous PAF was released.
M (Modify)	Some associated address components in the PAF have changed since the previous PAF was released. These records will contain values in the address component indicator fields to indicate which address fields have changed.
P (Primary)	The secondary address components associated with this Primary Point have either been modified or additional secondary points have been added.

The PAF ICF does not contain the DPID of any inserts. That is, it does not contain details of any new DPIDs that have been added to the PAF since the previous PAF was released.

DPID validation with the PAF Incremental Changes File

To maintain the currency of DPIDs stored in your database in order to obtain postal discounts, all addresses must be re-validated against the latest version of the PAF or processed by exception by using the PAF ICF.

To ensure the correct usage of the PAF ICF, the following process must be employed:

- 1 Any DPIDs contained within the PAF ICF that are also stored within a customer's database must be removed from that database.
- 2 Those address records that have had their associated DPID removed may then be rematched against the latest PAF using AMAS approved address matching software.

Availability of the PAF ICF

The PAF ICF is made available with every general release of the PAF for production purposes.

It is released to all AMAS Software Developers and they are encouraged to develop software to assist their customers with resolving their unmatched addresses through its use. AMAS Software Developers developing software solutions using the PAF ICF must ensure the correct process is used for updating the DPID of address records where the DPID matches one contained in the PAF ICF.

The AMAS Program reserves the right to withdraw the use of the PAF ICF at any time if there is evidence that it is being used incorrectly resulting in DPIDs not being current against the latest version of the PAF.

PAF address amendments

In some instances the original address has been amended to match an address in the Postal Address File (PAF). You may choose to print either the original address as presented to the AMAS software, or the amended address as recorded in the PAF.

Matching below a DPID




In selected rural and remote locations Australia Post will permit AMAS software to assign a *Delivery Identifier* (DID). When an address record has been assigned a DID, the article should be presented in the correct sort plan.

4.2 Printing the barcode

The 4-state barcode must follow a particular barcode structure and format, as well as specific printing requirements as specified by Australia Post. This is to ensure the barcode is of a suitable standard for the Australia Post sorting equipment to read and process the barcoded articles efficiently.

4.2.1 Barcode length

When printed, each 4-state barcode has a minimum and maximum size it must comply with, as outlined below.

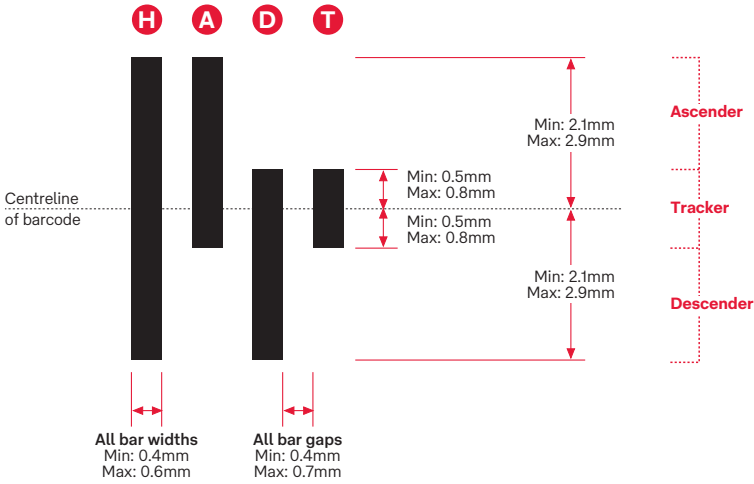
Barcode format	Minimum – maximum length
37	Min. 37.0mm – Max. 42.2mm 
52	Min. 52.2mm – Max. 59.5mm 
67	Min. 67.5mm – Max. 76.8mm 

4.2.2 Bar dimensions

The individual bars and spaces within the barcode have their own minimum and maximum measurements. These are important because any major variations can cause the sorting equipment to reject the mail article.

Each of the four types of bars has a minimum and maximum width and height, and the bar gap (space between bars) has a minimum and maximum width.

Barcode element	Width (minimum – maximum)	Total height (minimum – maximum)
H	0.4mm – 0.6mm	4.2mm – 5.8mm
A	0.4mm – 0.6mm	2.6mm – 3.7mm
D	0.4mm – 0.6mm	2.6mm – 3.7mm
T	0.4mm – 0.6mm	1.0mm – 1.6mm
Bar gap (space)	0.4mm – 0.7mm	—



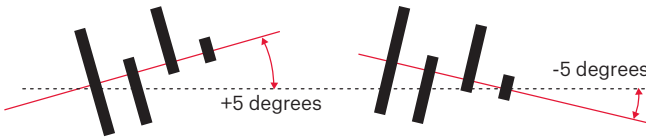
4.2.3 Barcode skew

When a barcode is printed on an article, occasionally it may not be printed straight (“skewed”). This can happen if the article was not lined up correctly when moving through the printer or the article shifted during the print process.

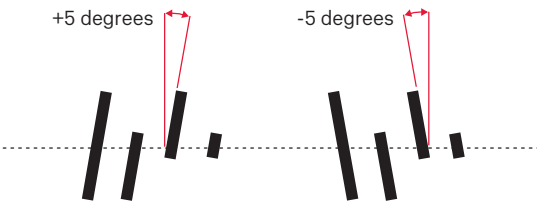
A certain amount of skew (called “tolerance”) is allowed provided it is less than ± 5 degrees, as the sorting equipment is still able to read slightly skewed barcodes without causing any processing issues.

There are two types of skew:

Code skew – where the barcode is skewed in relation to the bottom edge of the article.



Bar Skew – where individual bars are skewed in relation to the centre line of the barcode.



If a barcode is skewed both ways (code and bar), the combined skew must be less than 5 degrees.

4.2.4 Reflectance

“Reflectance” is the degree to which light reflects from a surface. Barcode reader devices are sensitive to the reflectance of the following:

- the printed barcode
- the space around the barcode
- the window material through which barcodes are scanned.

Spectral range

Barcode reader devices operate within the spectral range of 400 to 650 nanometers. Within this range, the following measurements must be met:

- maximum bar reflectance (Rb) is 25 per cent
- minimum space reflectance (Rs) is 50 per cent.

The reflectance difference (MRD) must be greater than 50 per cent, where MRD is defined as follows:

$$\text{MRD} = R_s - R_b > 50 \text{ per cent}$$

The Print Contrast Signal (PCS) must be greater than 0.75 where PCS is defined as follows:

$$\text{PCS} = \frac{R_s - R_b}{R_s} > 0.75$$

Opacity of the substrate

The material on which the barcode is printed (the “substrate”) must be opaque, to prevent unwanted information showing through and obscuring the barcode. This requirement is met if the MRD is at least 50 per cent when the material is backed with a black surface having a reflectance below 5 per cent.

4.2.5 Barcode Quality Program

Australia Post provides the Barcode Quality Program (BQP) to both customers and suppliers to test the quality of barcodes prior to the print production stage. Information relating to the Barcode Quality Program is available on the Australia Post website at auspost.com.au/bqp.



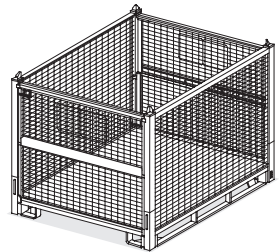
5. Large volume lodgements (including linehaul)

5.1 Large volume lodgements overview

Large volume lodgements apply to Print Post when there are 5,000 or more articles within a lodgement.

The list below illustrates the steps to lodge large volumes of Print Post. Each requirement is covered in detail throughout the section.

1	Arrange the letter trays into the ULDs	5.4
2	Print and affix ULD labels for each ULD and prepare a ULD Manifest	5.5



→ See section 3.6.5 Lodgement in ULDs

5.2 Advance notification of large lodgements

Due to limited spare capacity at some lodgement facilities you are requested to provide advance notice to the Officer-In-Charge of the facility for lodgements over 50,000 articles, no later than Friday of the week prior to lodgement.

If you make regular lodgements at the same facility you can request a standing lodgement arrangement and avoid the need for notification.

5.3 ULD sorting

The table below summarises the two ways in which articles can be presented within a ULD.

ULD sort level	ULD to contain:
Single sort division	Articles for a single Sort Division. For example, all articles for Sort Division 003.
Multi sort division (Mixed ULD)	Articles for more than one sort division serviced by the same destination facility. ULD preparation requirements: <ul style="list-style-type: none">• each sort division number within the ULD is separated by an approved method – see section 5.4.2 Separation of bundles for sort divisions• each sort division is identified on the ULD label – see section 5.5 ULD labelling and Manifest• each sort division must be completed prior to adding articles for another sort division. A sort division <i>cannot</i> be contained in more than one mixed ULD.

5.3.1 Consolidation

Consolidation refers to Print Post bundles and trays from different jobs generated by various publishers into a common ULD. Only articles of the same size category and delivery timetable can be consolidated – Small articles cannot be consolidated with Large articles. Each bundle or tray must contain the same publication.

Prices for consolidated lodgements are determined by the level of sorting and presentation of the articles. Consolidation is permitted prior to lodgement with Australia Post provided that approved supporting documentation is supplied with the lodgement.

Each lodgement within a consolidated lodgement requires a *Print Post Manifest*, irrespective of the number of articles. See section 3.6.3.

Each ULD of a consolidated lodgement requires a ULD label affixed listing:

- ❶ each of the job numbers and publication titles contained by the ULD
- ❷ the delivery timetable selected (Priority or Regular), in a **bold** font, of at least 18 point size.
For Priority delivery, Australia Post recommends printing this section using white font on a black background where possible.

Australia Post prefers ULD labels to be affixed on the front and back.

▼ Example Consolidated ULD labels (Priority and Regular)

The diagram illustrates two ULD labels. The top label is for 'PRIORITY' delivery, and the bottom label is for 'REGULAR' delivery. Red callout boxes and arrows highlight specific fields:

- ❶ points to the 'Job no.s' and 'Publication titles' fields in the Regular label.
- ❷ points to the 'PRIORITY' and 'REGULAR' delivery timetable fields.

To: Dandenong Letter Facility 120 Nathan Rd DANDENONG SOUTH VIC 3175		PRIORITY
Date:	5/3/2018	
ULD number:	1 of 2	
ULD weight:	453kg	
Sort division indicators:	022 023 024 025 Residue	
Job no.s:	145	REGULAR
	158	
	153	
Publication titles:	ABC Magazine	
	Publication XYZ	
	Newsletter 123	
Total articles:	1074	

Each ULD of a consolidated lodgement requires a *Consolidated ULD Manifest* detailing:

❶ the ULD number and total article weight.

For each publication, show:

❷ the job number, publication title and weight per article

❸ for each sort division, the number of articles in each sort category and in total.

▼ **Example Consolidated ULD Manifest layout**

Consolidated ULD Manifest		Date: 5/3/2018			
Customer name: XYZ Mail House		ULD number: 1 of 2			
		Total weight of articles: 450.6 kg			
Job number: 145		Weight per article: 110g			
Publication title: ABC Publication					
PreSort Indicator	Sort Division	PD	AD	Residue	Total
150	Canberra MC; All	250	78	–	328
190	Murray Reg MSC; All	160	98	–	258
198	Riverina MSC; All	–	–	–	–
					Total 586
Job number: 153		Weight per article: 53g			
Publication title: 123 Magazine					
PreSort Indicator	Sort Division	PD	AD	Residue	Total
150	Canberra MC; All	1254	152	–	1406
190	Murray Reg MSC; All	562	551	–	1113
198	Riverina MSC; All	468	568	–	1036
					Total 3555
Job number: 158		Weight per article: 105g			
Publication title: XYZ Newsletter					
PreSort Indicator	Sort Division	PD	AD	Residue	Total
150	Canberra MC; All	420	115	–	535
190	Murray Reg MSC; All	156	321	–	477
198	Riverina MSC; All	389	125	–	514
					Total 1526
Total articles in ULD					5667

If you are concerned that your Consolidated ULD labels or Consolidated ULD Manifest do not satisfy all service requirements you can request approval of the format by providing a sample to the Print Post Coordinator detailed at the front of this guide or to printpostadmin@auspost.com.au.

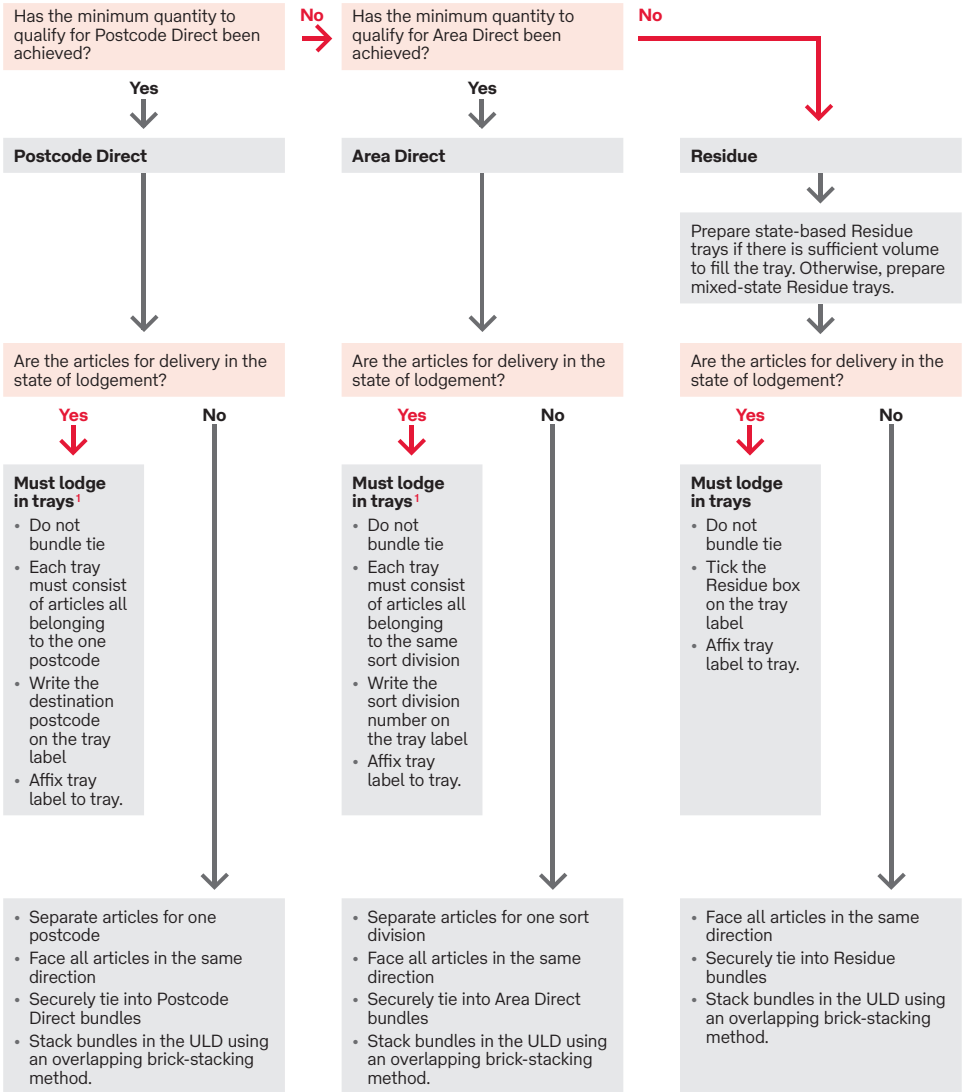
5.4 Arranging articles into ULDs

Articles can be arranged in ULDs in a number of ways, depending on article sizes.

Size category	Trays	Bundles
Small articles	<ul style="list-style-type: none">• Prepare small letter trays, with the tray label attached.• Stack the trays in the ULDs with the tray label facing outwards.	N/A
Large articles	<ul style="list-style-type: none">• Prepare large letter trays, with the tray label attached.• Stack the trays in the ULDs with the tray label facing outwards.• Residue delivered in the state of lodgement must be presented in trays.• Residue trays must be placed in multi sort division ULDs (as the top layer) or in a separate Residue ULD.	<p>For articles addressed to postcodes within the state of lodgement¹</p> <ul style="list-style-type: none">• Available only to approved senders who typically lodge an average of at least 25,000 articles per day.• Requires one-off approval via Account Manager. <p>For articles addressed to postcodes outside the state of lodgement</p> <ul style="list-style-type: none">• Available to all senders using ULDs to lodge articles.

¹ Use of trays is preferred. Until further notice large volume senders may continue to brick-stack bundles into same state ULDs.

▼ Summary flowchart for sorting large articles into ULDs

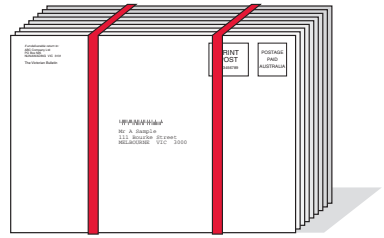


¹ Postcode Direct and Area Direct bundles in ULDs for delivery in the state of lodgement are permitted, but only with prior approval. Typically this requires an average daily lodgement of at least 25,000 articles for the site location.

5.4.1 Bundling and brick-stacking of articles in ULDs

The use of trays is the preferred method to present articles for delivery in the state of lodgement. Bundles will be permitted with prior approval via your Account Manager. Typically this requires an average daily lodgement of at least 25,000 articles.

When preparing bundles, secure with two vertical bands, as shown, ensuring the bands are clear of the delivery address.

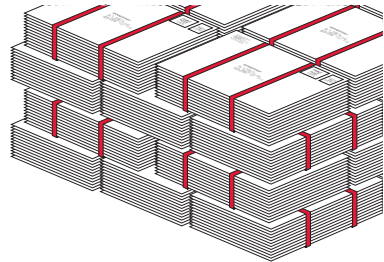


Refer to the table below for the minimum and maximum size of bundles.

Size category	Maximum bundle thickness	Maximum bundle weight
Small articles	—	—
Large articles	215mm	9.5kg

Brick-stacking

Brick-stack the bundles into the ULD in an overlapping fashion as shown, with each layer at 90 degrees to the previous layer.



5.4.2 Separation of bundles for sort divisions

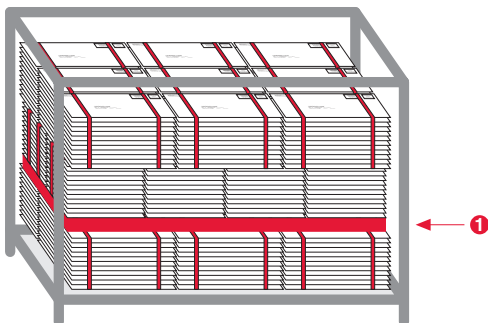
Separation of different sort divisions within a ULD is a requirement. That is, if a ULD contains multiple sort divisions, complete stacking of one sort division before adding any other articles for another sort division.

Do not top-up same state ULDs where 80 per cent of a ULD (by weight - 400kg) consists of a single sort division.

Do not top up same state ULDs with bundles for delivery to other state locations.

When preparing a ULD for more than one sort division, arrange bundles for a particular sort division to form complete layers.

- 1 Separate each sort division layer within a ULD using an approved separator such as cardboard.



The use of separators is not required if the envelope or flysheet contains the sort division indicator as follows:

Sort category	Sort division indicator	Example
Postcode Direct	“P” followed by the PSI number	P 003
Area Direct	“A” followed by the PSI number	A 004
Residue	“R” (no PSI number required)	R

Print the indicator:

- above the delivery address
- to the right of any other printed codes
- in a readable font size, ie, at least 12 point.

See example at section 2.7.4 Address layout.

5.4.3 Preparation of Residue in ULDs

Residue category	Preparation in ULDs
Same State Residue	<ul style="list-style-type: none"> • Prepare state-based Residue trays. • Place trays in Same State ULDs containing multiple sort divisions or in a separate Residue ULD.
Other State Residue not linehailed	<ul style="list-style-type: none"> • Prepare state-based Residue trays if there is sufficient volume to fill the tray. Otherwise, prepare mixed-state Residue trays. • Place trays in ULDs containing multiple sort divisions for delivery to other states.
Other State Residue linehailed	<ul style="list-style-type: none"> • Place bundles in ULDs containing multiple sort divisions. • Residue bundles must be placed on top of Postcode Direct and Area Direct bundles. See section 5.6.2.

5.5 ULD labelling and Manifest

Once stacking of the ULD is complete, a label needs to be attached to the ULD.

Australia Post does not provide preprinted ULD labels, so you need to produce your own.

For current specifications, refer to the *Unit Loading Devices Fact Sheet* available from auspost.com.au/printpost. The label must be a minimum of 210mm × 297mm (A4) and the minimum requirements are:

- 1 **Customer name** – The organisation lodging the ULD.
- 2 **Consolidated lodgement reference** – If a consolidated lodgement.
- 3 **Lodgement office** – The postal facility that the ULD is being sent to.
- 4 **The service name “Print Post”**.
- 5 **Lodgement date**.
- 6 **Delivery timetable (Priority or Regular)** – This must be printed beside the lodgement date in a **bold** font, of at least 18 point size. For Priority delivery, Australia Post recommends printing this section using white font on a black background where possible.

- 7 **ULD number** – For example, “1 of 7”, “2 of 7”, etc.
- 8 **PSI** – The PSI sort division(s) contained within the ULD. The order that the PSIs are listed on the label (from left to right) must match the order of stacking in the ULD (from bottom to top).
- 9 **Job number** – The job number (or numbers, if consolidated) contained in the ULD. These are created by and relevant to you and should match with lodgement documentation.
- 10 **Publication titles** – Title of publication (or publications, if consolidated) contained in the ULD.
- 11 **Total articles** – The total number of Print Post articles (for each publication if consolidated) contained in the ULD.
- 12 **Linehaul destination** – if the ULD is to be linehauled by Australia Post. See section 5.6.
- 13 **Gross weight** – The gross weight of the ULD (including the ULD itself). If you do not have suitable weighing equipment available then you should make an estimate that includes the weight of the ULD (approximately 100kg), the letter trays and the articles themselves. Estimated weights should be identified with the word ESTIMATE written directly following the weight.

▼ Example ULD labels (Priority and Regular)

Lodged By	XYZ Mail Services - VIC	Consolidated Lodgement Reference	CL 121104 - 3
Lodgement office	Dandenong LC - VIC	Print Post	
Lodgement Date	Monday 5 Mar 2018	Priority	

ULD Identifier: As per supporting documentation	5 of 7		
Sorting * Divisions List ALL PSIs for which Postcode Direct and Area Direct are declared	023, 024, 025		
Customer Ref. No.(s) As per supporting documentation	Publication Title(s): List titles of all publications in the ULD	Total Articles: Total number for each publication in ULD	
ES1231104	Easy Street	1,142	

Linehaul To: * Only applicable if linehauled by Australia Post required. Show state and facility name.	VIC Dandenong LC
ULD Weight: * Gross Weight - If actual weight is unavailable show as an estimate (EST)	439 Kg

All lodgements in ULDs must be supported with a *Print Post ULD Manifest* detailing:

1 The mailer and publication(s) details.

For each ULD, show:

- 2 the number of articles in each sort category and in total
- 3 the gross weight of the ULD including the contents
- 4 the sort division numbers.

▼ Example ULD Manifest

Print Post ULD Manifest							
Lodgement office:	Northgate MC			Linehaul from:			
Lodgement date:	5/3/2018						
Mailing agent name:	XYZ Mail Service		Contact number:	1234 5678			
Charge account number:	123456		Charge account name:	ABCDEFGF			
Publication title(s):	The Magazine			Customer ref number:	CL2242		
-							
ULD No.	Total Postcode qty	Total Area qty	Total Residue qty	Total articles	ULD gross weight kg	ULD contents As per ULD label	Receiving Linehaul State
1	1,340	2,009	—	3,349	267.9	022	Vic
2	1,861	2,791	28	4,680	372.1	023, 024, 025, 026, 027, R	Vic
3	1,719	2,578	31	4,328	343.7	027, 028, 029, 030, 031, R	Vic
4	2,450	3,675	—	6,125	490.0	003	NSW
5	2,475	3,691	22	6,188	495.0	004, 005, 006, 007, R	NSW
6	2,436	3,636	18	6,090	487.2	007, 008, 009, 010, 011, 012, R	NSW
7	2,391	3,586	—	5,977	478.1	013, 014, 015, 016, 021	NSW
8	2,489	3,715	18	6,222	497.7	035, 036, 037, 038, R	QLD
9	2,427	3,601	39	6,067	485.3	038, 039, 040, 041, 002, R	QLD
Totals	19,588	29,282	156	49,026	3917.0		

Callout 1 points to the mailing agent name, contact number, charge account number, and customer ref number.

Callout 2 points to the 'Total articles' column.

Callout 3 points to the 'ULD gross weight kg' column.

Callout 4 points to the 'ULD contents As per ULD label' column.

5.6 Linehaul

Linehaul is a freight transport service available for use with Print Post. It allows you to pay Australia Post (or a private freight service) to transport lodgements to an appropriate interstate gateway facility to access same state rates.

Gateway facilities

CANBERRA MC 8 Nyrang Street FYSHWICK ACT 2609	SYDNEY WEST LF 2 Weeroona Road STRATHFIELD NSW 2135	DANDENONG LC 120 Nathan Road DANDENONG SOUTH VIC 3175
NORTHGATE MC 129 Toombul Road NORTHGATE QLD 4013	ADELAIDE MC 272 Gouger Street ADELAIDE SA 5000	PERTH MC 33 Boud Avenue PERTH AIRPORT WA 6105
HOBART MC 57 Mornington Road MORNINGTON TAS 7018	DARWIN MC 354 Stuart Highway WINNELLIE NT 0820	

These facilities are also identified in the Print Post Sort Plan by a symbol.

A linehaul fee is charged by Australia Post. This fee is determined by the pickup and delivery point. A lower fee applies where the ULD contains a single sort division. For further information on pricing for linehaul charges, contact your Australia Post account manager.

The delivery timetable for articles that have been linehauled commences when the ULD arrives at the gateway facility for processing.

5.6.1 ULD linehaul documentation

When Australia Post is used to linehaul articles, the articles are contained in Unit Load Devices (ULDs). To facilitate the checking and charging of the ULD transport, the following supporting documentation is required, in addition to the lodgement documentation stipulated in section 3.6.

- ULD Manifest – see section 5.5.
- ULD Linehaul Mailing Statement.

The ULD Linehaul Mailing Statement must show:

1 The mailer and publication(s) details.

For each destination state, show:

- 2 the destination gateway facility name
- 3 the number of “Single Plan” ULDs (for a single sort division)
- 4 the number of “Mixed Plan” ULDs (for multiple sort divisions).

▼ Example ULD Linehaul Mailing Statement

Print Post ULD Linehaul Mailing Statement					
Lodgement office:		Linehaul from:			
Lodgement date:					
Mailing agent name:		Contact number:			
Charge account number:		Charge account name:			
Publication title(s):		Customer ref number:			
-					
-					
-					
State	Facility name	Single Plan		Mixed Plan	
		No. of ULDs	ULD charge	No. of ULDs	ULD charge
NSW	Sydney West LF				
ACT	Canberra MC				
Vic	Dandenong LC				
Qld	Northgate MC				
WA	Perth MC				
SA	Adelaide MC				
Tas	Hobart MC				
NT	Darwin MC				
Totals					
Total ULDs					
Total charge					

Diagram illustrating the ULD Linehaul Mailing Statement form with callouts:

- 1: Points to the Mailing agent name, Contact number, Charge account number, and Charge account name fields.
- 2: Points to the Facility name column in the table.
- 3: Points to the Single Plan No. of ULDs column in the table.
- 4: Points to the Mixed Plan No. of ULDs column in the table.

5.6.2 Preparing a ULD for interstate linehaul

A ULD may be topped up with Print Post articles for different sort divisions and Residue subject to the following:

- Articles contained within a ULD must all terminate in the same state.
- Residue bundles must be placed on top of Postcode Direct and Area Direct in mixed sort division ULDs. Do not place Residue bundles into a ULD containing a single sort division.
- Arrange articles for each particular sort division to form complete horizontal layers. See section 5.4.2.

5.6.3 Consolidation and linehaul

Consolidated lodgements may be linehauled using Australia Post transport. The linehaul fee will be charged to the mailing agent's Australia Post Business Credit Account.

The Consolidated ULD Manifest must list each of the job numbers and publication titles contained in the consolidated lodgement. See section 5.3.1.

6. Print Post service Terms and Conditions

1 Introduction

- 1.1 These Special Service terms and conditions are supplementary to the *Australia Post Terms and Conditions*¹ and to the extent that any aspect of this Service is not expressly included herein, the Australia Post Terms and Conditions apply.
- 1.2 These Special Service terms and conditions apply when:
 - 1.2.1 a Customer makes a written application to use the Service in or on a form prescribed by Australia Post for that purpose;
 - 1.2.2 Australia Post accepts that application; and
 - 1.2.3 the Customer pays the fee, charge, premium, rate or price charged by Australia Post for the special service.

2 Interpretation

- 2.1 Except where expressly defined, all capitalised words and phrases used in this Agreement shall have the same meaning given to them in the Act or in the Australia Post Terms and Conditions provided that where there is any inconsistency, the meaning shall be as defined in this Agreement to the extent of that inconsistency.
- 2.2 In these terms and conditions unless the contrary intention appears:
 - 2.2.1 other grammatical forms of defined words or phrases have corresponding meanings;
 - 2.2.2 a reference to one gender includes the other; and
 - 2.2.3 the singular includes the plural and vice versa.
- 2.3 “**Act**” means the *Australian Postal Corporation Act 1989* (Cth) (as amended from time to time) and any regulations made under that Act;
- 2.4 “**Agreement**” means an agreement between Australia Post and a Customer pursuant to Clause 1.2;
- 2.5 “**Article**” means a Publication together with any Supplements Lodged by the Customer with Australia Post for carriage under the Service (and includes the envelope, container or wrapper containing those items);
- 2.6 “**Customer**” means a Person controlling the editorial content, quantity and distribution of the publications approved for the Service, who from time to time is approved by Australia Post as a customer of the Service and any permitted transferee in respect thereof;
- 2.7 “**Guide**” means the Print Post Service Guide, a publication issued by Australia Post that sets out the details and requirements of the Service (as amended from time to time);
- 2.8 “**Lodgement Document**” means a written statement in a form prescribed by Australia Post and containing such details about Lodgement of Articles under this Agreement as Australia Post may require from time to time;
- 2.9 “**Publication**” includes a newspaper, magazine or catalogue that complies with the requirements set out in the Guide and is approved by Australia Post for the Service;
- 2.10 “**Service**” means the Print Post Service which is a Special Service for Delivery of addressed and approved Publications throughout Australia;

¹ The Australia Post Terms and Conditions are available for perusal at Post Offices and on Australia Post’s website at auspost.com.au/terms.

2.11 “**Supplement**” means a supplement included with the Publication in an Article which complies with the requirements set out in the Guide.

3 Period of Service

3.1 This Agreement shall remain in force until cancelled by written notice from the Customer to Australia Post or terminated by Australia Post pursuant to these terms and conditions.

4 Warranty

4.1 The Customer warrants that it has completed a Print Post Publication Number Application form and the Publication has been approved by Australia Post for carriage under the Service and issued with a Print Post Publication Number and that Articles lodged pursuant to the Service will comply with any mailing conditions and any other written instruction advised by Australia Post to the Customer from time to time, and in particular such Articles (including any Supplements) shall:

- 4.1.1 comply with the shape, Weight, dimensional, bundling and presentation requirements set by Australia Post for Articles carried by the Service;
- 4.1.2 be accompanied by an accurately completed Lodgement Document;
- 4.1.3 comply with all relevant State and Federal laws and regulations, the Service requirements contained in the Guide and other directions issued by Australia Post regarding the Service; and
- 4.1.4 be Lodged in minimum volumes of 100 Articles and at times agreed with or convenient to the Office of Lodgement.

5 Rates and Charges

5.1 The Customer shall pay to Australia Post the Postage rates and any fees for the carriage of Articles by the Service as determined by Australia Post.

5.2 The Customer acknowledges that where an Article is undeliverable and is returned to the customer (or other person nominated in the return address), the Customer is liable for payment of the following Postage charges for the return:

- 5.2.1 for small letter sized Articles, the published Ordinary Small Letter prices will apply;
- 5.2.2 for large letter sized Articles up to 500g, the published Ordinary Large Letter prices for a given Weight will apply; and
- 5.2.3 for large letter sized Articles over 500g, the published Basic Charge (same state) for Regular Parcels over 500g will apply.

(Where a person other than the Customer is nominated in the return address and has separately agreed with Australia Post to pay the Customer’s return charges, the Customer indemnifies Australia Post in respect of any failure by the other person to pay those charges.)

6 Termination

6.1 Where the Customer fails to observe or perform any of the terms, covenants or obligations contained in these terms and conditions, Australia Post may terminate this Agreement upon reasonable written notice to the Customer.

6.2 Australia Post may at its discretion and for any reason whatsoever terminate approval to use the Service upon 30 days’ notice in writing to the Customer.

6.3 Notwithstanding revocation or termination of approval pursuant to clause 6.1 or 6.2, the former Customer shall be liable to pay to Australia Post any Postage due pursuant to clause 5.

7 Other Services

7.1 Subject to clause 7.2, the Service is unavailable for use in conjunction with any other service offered by Australia Post.

7.2 The Customer may use the Reply Paid service in conjunction with the Service. The terms and conditions governing the use of the Reply Paid service shall apply to the Customer to the extent that such terms and conditions are not inconsistent with the terms and conditions contained herein.

8 Right of Inspection

8.1 Where so required, a person Lodging Articles for delivery by the Service shall permit Australia Post to open samples of a Lodgement, at the time of Lodgement, to ensure the contents are in accordance with the requirements set out in the Guide and any other written instructions advised by Australia Post to the Customer from time to time.

9 Variation

9.1 These terms and conditions may be waived, varied or added to by Australia Post giving reasonable notice in writing, or as agreed in writing by the parties.

10 Notice

10.1 Any notice required to be served by or under these terms and conditions shall be sufficiently given to the Customer if left at or sent by post addressed to the Customer at its last known or usual place of address and, to Australia Post, if sent by post to General Manager, Mail Products, GPO Box 1777, MELBOURNE VIC 3001.

11 Limitation of Liability Release and Indemnity

11.1 Subject to clause 11.2 and Australia Post Terms and Conditions, Australia Post shall not be liable to any person (whether in contract, tort or otherwise) for any loss or damage suffered, or that may be suffered, as a result of any act or omission, whether negligent or otherwise, by or on behalf of Australia Post in relation to the provision of the Service, or any other matter or thing relating to this Agreement.

11.2 To the maximum extent permitted by law (including the Competition and Consumer Act 2010 (Cth)), we expressly disclaim all guarantees, conditions and warranties, express or implied, in respect of our supply of any Services. If any guarantee, condition or warranty is implied into this agreement pursuant to any legislation (including without limitation the Competition and Consumer Act 2010 (Cth)) and the legislation avoids or prohibits provisions in a contract excluding or modifying the application of, exercise of, or liability under such guarantee, condition or warranty, the guarantee, condition or warranty shall be deemed to be included in this agreement, provided that, where it is fair and reasonable to do so, our liability for breach of the guarantee, condition or warranty shall, if the legislation permits, be limited (at our option) to any one or more of the following:

- (a) in the case of goods, to:
 - (i) replacing the goods; or
 - (ii) supplying equivalent goods; or
 - (iii) repairing the goods; or
 - (iv) paying the cost of replacing the goods or acquiring equivalent goods, or paying the cost of having the goods repaired; and
- (b) in the case of services, to:
 - (i) re-supplying the service; or
 - (ii) paying the cost of re-supplying the service,

in respect of which the breach occurred, and otherwise shall be limited to the maximum extent permitted by law.

11.3 The Customer shall release and indemnify Australia Post against any loss or damage whatsoever which Australia Post may suffer as a result of any action, proceeding, claim, demand or prosecution arising from the provision of the Service, or any other matter or thing arising as a result of this Agreement, including loss or damage arising from the negligent acts or omissions of Australia Post, pursuant to this Agreement.

12 Force Majeure

12.1 Australia Post shall not be in default under the terms of this Agreement nor liable for failure to observe or perform in accordance with any provision of this Agreement for any reason or cause which could not with reasonable diligence be controlled or prevented by it, including without limitation, war, insurrection, riot, civil commotion, strikes, lock-outs, labour or industrial disputes, acts of God, acts of Governments, flood, storm, tempest, power shortages or power failure and inability to obtain sufficient labour, raw materials, fuel or utilities. During the period of an incident or incidents of "Force Majeure" this Agreement shall be suspended and Delivery will recommence after the incident or incidents of "Force Majeure" end.

13 Merger

13.1 All the rights, immunities and limitations of liability in this Agreement shall continue to have their full force and effect in all circumstances notwithstanding any breach of contract or of any conditions hereof by Australia Post.

14 Conditions of Carriage

14.1 This Agreement shall not constitute or imply any agreement between Australia Post and the Customer (or any undertaking or obligation whatsoever on the part of Australia Post) with respect to the carriage of any postal article. The Act, and the Australia Post Terms and Conditions and other written instructions published by Australia Post shall apply to the carriage of Articles Lodged pursuant to the Service except to the extent that they are inconsistent with this Agreement.

15 Law

15.1 This Agreement is governed by, and shall be construed in accordance with the laws in force in the State of Victoria and the courts and registries of courts in that State shall have jurisdiction in the event of a dispute.

16 Whole of Agreement

16.1 Subject to clauses 1.1 and 14.1, this Agreement contains the whole of the agreement between the parties in relation to the Service and any representation or warranty made by either party prior to entering into this Agreement shall have no force or effect.

17 Severance

17.1 Part or all of any term and condition of this Agreement that is illegal or unenforceable may be severed from this Agreement and the remaining provisions of this Agreement will continue in force.

Notes

A series of horizontal dotted lines spanning the width of the page, intended for taking notes.

For more information

Please contact your Australia Post Account Manager or email us for more information about Print Post and details about special conditions.

 printpostadmin@auspost.com.au

 auspost.com.au

Approved colours for paper stock – see section 2.3.6

A general test is that the colours should come on or around the following range of 78 acceptable colour tones selected from the Pantone Matching System®.

100	101	106	107	113	114	120	121	127	128	134	135	136
141	142	148	149	155	162	169	176	196	203	217	250	263
277	290	304	317	331	332	337	344	351	358	365	366	372
373	379	386	393	400	406	413	427	434	441	453	454	460
461	467	468	474	475	482	488	489	496	502	503	510	517
524	530	531	538	545	552	559	566	573	579	580	586	587

The colours shown above are approximations only. Refer to official ink colour charts.