

Clean Mail – lodgement document



For delivery within Australia. Do not include on this form items for External Territories lodgement. Refer to the *External Territories – Supplementary lodgement form (8838499)*.

Clean Mail Terms and Conditions

The *Australia Post Terms and Conditions* (AP Terms) govern the use of Clean Mail. The AP Terms can be found at auspost.com.au/terms-conditions. Section 6 of the AP Terms will direct you to the relevant Service Schedule which sets out Service-specific requirements. Please ensure that you are familiar with the AP Terms before using the Service.

Privacy notice

Your personal information is collected to enable us to provide you with the products / services you wish us to provide. The products / services may not be able to be provided without this information. You may request access to your personal information while it is stored by us and we will assess your request in accordance with the law. We will give you reasons where we deny access. Call 13 11 18 to contact us.

Important:

One of these numbers must appear on all mail tags / labels with this lodgement

Your lodgement approval number

Your job number

Or

Please note. To be eligible for Clean Mail prices, a minimum of 300 articles per lodgement is required. These items must:

- be the same article size classification
- not contain a mix of payment streams, ie metered and postage paid imprint
- comply with the addressing and other conditions of the service.

Name of facility where lodging mail

Mailing agent's details (if applicable)

Contact name

Phone number

Company / business name

Customer's details

Contact name

Phone number

Department / section

Fax number

Email

Company / business name

Address

Postcode

Payment / invoice details

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

☐ No ☐ Yes → Account Number

Reference details for invoice

Special services

Do you require any special services (eg Registered Post)?

☐ No ☐ Yes → Specify type

Mail details

Article size category: (select one only)

Small (B02/C02)

Small Plus (B04/C04)

☐ Up to 125g

☐ Up to 125g

Does this lodgement contain identical weight articles?

☐ No ☐ Yes

Regular delivery (B02/B04)

No. of articles

No. of trays

Priority delivery (C02/C04)

No. of articles

No. of trays

Declaration

I hereby declare that:

1. I am the customer and / or authorised agent of the customer.
2. I have read and agree to the Clean Mail Terms and Conditions.
3. All information contained on this document is to the best of my knowledge true and correct.
4. I acknowledge that Australia Post will have accepted this lodgement for carriage only when this form is correctly receipted provided that Australia Post reserves the right to inspect the lodgement to ensure that the mailing details are correct and the terms and conditions have been complied with.

Signature (Customer or Agent)

Date (DD / MM / YYYY)

Name (block capitals please)

Australia Post use only – Revenue check

	Total weight kg	Less	ULD weight	Less	No. of trays	at	Individual tray weight	=	Total tray weight	=	Net article weight
ULD 1	<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>
ULD 2	<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>
ULD 3	<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>
ULD 4	<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>
ULD 5	<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>
ULD 6	<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>
ULD 7	<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>

Sample article weights
 10 20 50

Mail prepared correctly? ☐ Yes ☐ No

Type of check performed ☐ Basic ☐ Full

Checking officer's name

Date (DD/MM/YYYY)

Total Article Weight (TAW)

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

Variation %
[(TAW ÷ ETAW - 1) × 100]

Correct addressing checklist – Mandatory addressing conditions

	Customer use	Australia Post official use		Customer use
1. Address block requirements				
• Address labels straight and firmly affixed	<input type="checkbox"/>	<input type="checkbox"/>		
• Non-address information confined to top of address block?	<input type="checkbox"/>	<input type="checkbox"/>		
• Address block clearly visible through window panel when the article is presented for lodgement	<input type="checkbox"/>	<input type="checkbox"/>		
• Address parallel to the long side of the envelope	<input type="checkbox"/>	<input type="checkbox"/>		
Second last line				
• Number and name of street or box / bag no	<input type="checkbox"/>	<input type="checkbox"/>		
• Must be aligned left	<input type="checkbox"/>	<input type="checkbox"/>		
Bottom line				
• Must contain in the following order: the locality, the state or territory abbreviation and finally the postcode	<input type="checkbox"/>	<input type="checkbox"/>		
• This line is to be printed in CAPITALS with no punctuation and no underlining	<input type="checkbox"/>	<input type="checkbox"/>		
• Leave one or two spaces only between the locality, state or territory abbreviation and the postcode	<input type="checkbox"/>	<input type="checkbox"/>		
• Must be aligned left	<input type="checkbox"/>	<input type="checkbox"/>		
• Additional address information above the last two lines of the address	<input type="checkbox"/>	<input type="checkbox"/>		
2. Print requirements				
• Articles are machine addressed	<input type="checkbox"/>	<input type="checkbox"/>		
3. Print characteristics				
• Print characters the required size?	<input type="checkbox"/>	<input type="checkbox"/>		
• No attributes such as italics, bolding, shadowing or underlining?	<input type="checkbox"/>	<input type="checkbox"/>		
• No artistic or script fonts?	<input type="checkbox"/>	<input type="checkbox"/>		
• Print characters do not touch or overlap?	<input type="checkbox"/>	<input type="checkbox"/>		
• Red, orange and yellow inks not used?	<input type="checkbox"/>	<input type="checkbox"/>		
4. Envelope zones				
• Envelope zones being observed?	<input type="checkbox"/>	<input type="checkbox"/>		
5. Envelope conditions				
• Envelope colour white or pastel colour?	<input type="checkbox"/>	<input type="checkbox"/>		
• Envelope paper without patterns or pronounced fibres?	<input type="checkbox"/>	<input type="checkbox"/>		
6. Advertising on envelopes				
Ordinary envelopes:				
• Located at left or top of the address block?	<input type="checkbox"/>	<input type="checkbox"/>		
• Located 10mm clear from address block?	<input type="checkbox"/>	<input type="checkbox"/>		
• Located 15mm clear from the bottom edge of envelope?	<input type="checkbox"/>	<input type="checkbox"/>		
• Located 20mm clear from the bottom edge of the back of envelope extending for 125mm from the left edge?	<input type="checkbox"/>	<input type="checkbox"/>		
Window panel envelopes:				
• Located at left or top of the window panel?	<input type="checkbox"/>	<input type="checkbox"/>		
• Located 10mm clear of window panel?	<input type="checkbox"/>	<input type="checkbox"/>		
• Located 15mm clear from bottom edge of the envelope?	<input type="checkbox"/>	<input type="checkbox"/>		
• Located 20mm clear from the bottom edge of the back of envelope extending for 125mm from the left edge?	<input type="checkbox"/>	<input type="checkbox"/>		
7. Window panel requirements				
• Address block clearly visible through window panel when the article is presented for lodgement	<input type="checkbox"/>	<input type="checkbox"/>		
• Address area visible through the window panel, plain white or a pastel colour, with no patterns?	<input type="checkbox"/>	<input type="checkbox"/>		
• Panel quality suitable?	<input type="checkbox"/>	<input type="checkbox"/>		
8. Indicia / delivery speed indicator				
• Indicia printed is clearly visible and is as per the prescribed service guidelines	<input type="checkbox"/>	<input type="checkbox"/>		

Full details for correct addressing conditions are contained in the *Clean Mail service guide* (8838878).