

PreSort Letters – 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)*.



PreSort Letters Terms and Conditions

The *Australia Post Terms and Conditions* (AP Terms) govern the use of PreSort Letters. 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 number Or Your job number

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

- be the same article size category and weight range
- be sorted into trays and correctly labelled
- 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

Customer's details

Contact name Phone number

Position/job title

Email

Company/business name

Address

Postcode

Mailing agent's details (if applicable)

Contact name Phone number

Company/business name

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

Mail details

Charity Mail Approval Number (if eligible) A05/A06/C05

Article size /weight category: (select one only)

Small (B10/C10) ☐ Up to 125g

Small Plus (B09/C09) ☐ Up to 125g

Large (B12/C12)

☐ Up to 125g

☐ Over 125g up to 250g

☐ Over 250g up to 500g

Does this lodgement contain identical weight articles?

☐ No ☐ Yes

Regular delivery (B09/B10/B11/B12)	Number of articles			Number of trays
	Same state	Other state	Total	
• Direct trays	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
• Residue trays	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
• Unbarcoded trays	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Priority delivery (C09/C10/C12)	Number of articles			Number of trays
	Same state	Other state	Total	
• Direct trays	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
• Residue trays	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
• Unbarcoded trays	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Declaration

- I hereby declare that:
1. I am the customer and /or authorised agent of the customer.
 2. I have read and agree to the PreSort Letters Terms and Conditions.
 3. All information contained on this document is to the best of my knowledge true and correct.
 4. I acknowledge that Australia Post will have accepted this lodgement for carriage only when this form is correctly receipted provided that Australia Post reserves the right to inspect the lodgement to ensure that the mailing details are correct and the terms and conditions have been complied with.
 5. Articles lodged under The Charity Mail Service contain contents originating from the approved charity.
 6. I certify that the address details contained within this lodgement, including the DPID contained within the 4-state barcode, are current against the latest version of the Postal Address File (PAF) and have been checked using a current version of AMAS certified software.

Signature (Customer or Agent) Date (DD/MM/YYYY)

Name (block capitals please)

Australia Post use only – Revenue check

	Total weight kg		ULD weight		No. of trays		Individual tray weight		Total tray weight		Net article weight
ULD 1	<input type="text"/>	Less	<input type="text"/>	Less	<input type="text"/>	at	<input type="text"/>	=	<input type="text"/>	=	<input type="text"/>
ULD 2	<input type="text"/>	Less	<input type="text"/>	Less	<input type="text"/>	at	<input type="text"/>	=	<input type="text"/>	=	<input type="text"/>
ULD 3	<input type="text"/>	Less	<input type="text"/>	Less	<input type="text"/>	at	<input type="text"/>	=	<input type="text"/>	=	<input type="text"/>
ULD 4	<input type="text"/>	Less	<input type="text"/>	Less	<input type="text"/>	at	<input type="text"/>	=	<input type="text"/>	=	<input type="text"/>
ULD 5	<input type="text"/>	Less	<input type="text"/>	Less	<input type="text"/>	at	<input type="text"/>	=	<input type="text"/>	=	<input type="text"/>
ULD 6	<input type="text"/>	Less	<input type="text"/>	Less	<input type="text"/>	at	<input type="text"/>	=	<input type="text"/>	=	<input type="text"/>
ULD 7	<input type="text"/>	Less	<input type="text"/>	Less	<input type="text"/>	at	<input type="text"/>	=	<input type="text"/>	=	<input type="text"/>
Total Article Weight (TAW)										<input type="text"/>	
Sample article weights											
10 <input type="text"/> 20 <input type="text"/> 50 <input type="text"/>											
(No. of articles × weight specified on front)											
Expected Total Article Weight (ETAW)										<input type="text"/>	
Variation %											
[(TAW ÷ ETAW - 1) x 100]										<input type="text"/>	
Mail prepared correctly?											
<input type="radio"/> Yes <input type="radio"/> No											
Type of check performed											
<input type="radio"/> Basic <input type="radio"/> Full											
Checking officer's name											
<input type="text"/>											
Date (DD / MM / YYYY)											
<input type="text"/>											

Correct addressing checklist – Summary of addressing conditions

	Customer use	Australia Post official use		Customer use	
1. Address block requirements					
• Address lines (excluding barcode placement) must be aligned left	<input type="checkbox"/>	<input type="checkbox"/>	Barcoded articles		
• Address labels straight and firmly affixed	<input type="checkbox"/>	<input type="checkbox"/>			
• Address block including barcode is clearly visible through window panel when the article is presented for lodgement	<input type="checkbox"/>	<input type="checkbox"/>		1. Barcode clear zones	
				• No printing 6mm to the left and right of barcode	<input type="checkbox"/> <input type="checkbox"/>
				• No printing 2mm from the top and bottom of barcode	<input type="checkbox"/> <input type="checkbox"/>
Second last line			2. Barcode location		
• Number and name of street or box / bag no	<input type="checkbox"/>	<input type="checkbox"/>	• Barcode located within Barcode and Delivery Address Zone	<input type="checkbox"/> <input type="checkbox"/>	
Bottom line			3. Barcode quality		
• For unbarcoded lodgements, must contain in the following order: the locality, the state or territory abbreviation and finally the postcode	<input type="checkbox"/>	<input type="checkbox"/>	• Meets dimensions and skew specifications	<input type="checkbox"/> <input type="checkbox"/>	
• Australia Post strongly recommends that this line is printed in CAPITALS	<input type="checkbox"/>	<input type="checkbox"/>			
• Additional address information above the last two lines of the address	<input type="checkbox"/>	<input type="checkbox"/>			
2. 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 *PreSort Letters service guide* (8833700).