



PreSort Letters Service Guide

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This booklet presents the PreSort Letters Service and explains its conditions of use.

The Booklet is intended for the guidance of customers in preparing and lodging letters within Australia for carriage by Australia Post.

Although correct at the date this booklet went to print, postal charges, National PreSort Plans and other conditions are subject to revision from time to time and services may be modified, added to or withdrawn.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.

Approved by Group Manager Letters.

HOW TO USE THIS GUIDE

This Guide contains information on the conditions of access, preparation and lodgement of PreSort Letters.

It contains information for both small and large volume users of the PreSort Letters service.

The price for PreSort Letters is determined by the level of preparation and place of lodgement. It is generally difficult for small volume customers to prepare lodgements to the highest levels of sorting without sophisticated mail preparation equipment. Many small associations may not have access to such resources and Post provides a suggested small volume lodgement preparation process.

Explanation of symbols used

The symbol:

Means that this section is about:



Reducing the cost of your PreSort Letters lodgement. It's optional – the more work you carry out in sorting and lodging your articles, the lower the cost.



Lodging large volumes of PreSort Letters. Mail houses and others lodging 2,000 or more articles should read these sections.



Large Letters. Separate requirements apply to article layout, addressing and sorting of Large Letters.

THE PRESORT LETTERS SERVICE

1 WHAT IS THE PRESORT LETTERS SERVICE?

1.1 Features of the PreSort Letters service

PreSort Letters is an Australia Post service for the delivery of *large volumes of barcoded letters* to addresses within Australia.

The service offers reduced prices to those customers who can sort letters into a particular order, place them into appropriately labelled trays, complete documentation prior to posting at a designated postal outlet and comply with relevant mailing conditions.


When customers prepare their lodgement according to the conditions of the PreSort Letters Service, Australia Post can more efficiently process and deliver mail, in return offering customers lower postage prices.

Key features:

- Minimum lodgement of 300 barcoded letters
- Unbarcoded letters can be lodged
- Lower prices for presorting done by the customer
- Option of an Off Peak delivery service at reduced prices
- Access to private box addresses
- A postage meter may be used as a payment method
- Option to arrange your own interstate transport to interconnect with Australia Post's letters service network at designated facilities. Refer to Section 21.3
- Charity Mail and the Registered Post service can be used in conjunction with the PreSort Letters Service.

1.2 Delivery Standards

Two delivery standards are available to customers who use the PreSort Letters Service:

- *Regular Delivery* is Australia Post's normal delivery service for letters.
-  *Off Peak Delivery* is a service for non-time critical mail. It provides customers with the option to use a less expensive service that allows Australia Post to deliver letters up to an additional three business days beyond Regular Delivery.

2 HOW TO APPLY

2.1 Application for Lodgement of PreSort Letters

Customers intending to lodge PreSort Letters need to apply to use the service before they make their initial lodgement. The *Application for Lodgement of PreSort Letters* (8835117) is available at all postal outlets. An example of the Application is in Appendix 3. On approval, customers can commence lodging their PreSort Letters at the designated approved postal outlet.

Normally, Australia Post grants approval to lodge PreSort Letters only at Mail Centres or Business Centres. Exceptionally, a Retail Area Manager may approve a PreSort lodgement at a Post Office. Australia Post reserves the right to vary the approved lodgement facility at any time.

3 MANDATORY CONDITIONS FOR PRESORT LETTERS

3.1 Service Conditions

This service is only available for letters weighing up to 500g for delivery within Australia and its Territories.

PreSort Letters are to be lodged in trays.

3.2 Size Categories

The letter categories eligible for the PreSort Letters Service are *Small Letters*, *Small Plus Letters*, *Medium Letters*, and *Large Letters*.

Charity Mail prices are applicable only for Small Letters.

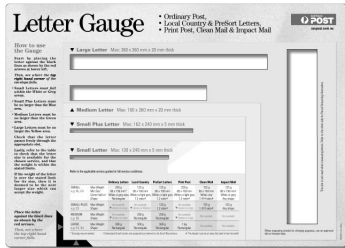
	Small Letters	Small Plus Letters	Medium Letters	Large Letters
Max. Weight	125g	125g	250g	500g
Min. Size	88 x 138mm	88 x 138mm	—	—
Max. Size	130 x 240mm	162 x 240mm	260 x 180mm	360 x 260mm
Max. Thickness	5mm	5mm	20mm	20mm
Shape	Oblong [†]	Oblong [†]	Rectangular*	Rectangular*
Common Examples	DL-110 x 220mm C6-114 x 162mm	C5-162 x 229mm	B5-176 x 250mm	C4-229 x 324mm B4-250 x 353mm B6/C4-125 x 324mm

[†] It is preferred that the length is at least 1.2 times the width. Articles with a length less than 1.2 times the width may be accepted subject to satisfactory test results - refer Section 11.

* A square is an equilateral rectangle

Customers can obtain a copy of a convenient *Letter Gauge* (8833667) from their lodgement facility.

▼ *Letter Gauge (8833667) – for Small, Small Plus, Medium and Large Letters*



3.3 Minimum Lodgement Requirements

A minimum of 300 barcoded letters of the same size category, weight step and delivery standard is required.

3.4 Sender

Letters contained within a PreSort Letters lodgement may originate from more than one organisation, subject to the following conditions;

- Each lodgement contains a minimum of 10,000 letters of the same size category and weight/price step.
- Each lodgement consists of letters of the same;
 - *Delivery standard* i.e., all regular or all off peak; and
 - *Category* i.e., all with or without Charity Mail.
- All letters are metered at the applicable published rate.
- The Australian return address is shown on the outside of each letter.

PREPARING PRESORT LETTER ARTICLES

4 ARTICLE CHARACTERISTICS

4.1 Colours for Envelopes, Postcards or Address Sheets

There are no restrictions on the article colour provided the background against which the barcode is printed meets the minimum reflectance requirement contained at Appendix 8.6.

Envelope paper must be without patterns or pronounced fibres, which interfere with mechanised letter sorting equipment.

4.2 Flexibility of Small Letters and Small Plus Letters

The contents of Small Letters and Small Plus Letters must be reasonably flexible to ensure that they can be processed through high speed letter sorting equipment. Small Letters and Small Plus Letters that are too rigid or stiff are ineligible for the PreSort Letters Service (but may be accepted as Medium Letters). Some examples of prohibited enclosures includes pencils, pens, audio cassettes and compact disks enclosed in a hard case.

Where doubt exists regarding the flexibility of letters, customers are requested to submit a sample of letters for testing to determine suitability for machine processing.

4.3 Window Panel Envelope Requirements

The entire address block, including barcode, must be visible through the window panel when presented for lodgement.

Large Letters

The recommended minimum size window panel for envelopes larger than C5 is 45mm x 95mm (height x width).

The address area visible through the window panel must meet the minimum reflectance requirements contained at Appendix 8.6.

One of the main requirements of panel envelopes is that they have good clear panels. The technical specification for transparent panels is that, when measured by a suitable photometric method, the contrast ratio of the panel must not exceed 25%.

Even very clear panels can cause sorting difficulties if they reflect light to any great extent.

Open window panels are not permitted. The envelope paper should be securely adhered to the transparent material up to and around the entire panel edge so that parts of letter processing machinery and corners of other letters cannot get caught between the transparent material and the panel edges.

Where doubt exists regarding window panels, customers are requested to submit a sample of letters for testing to determine suitability for machine processing.

4.4 Plastic Wrapping

The following table shows the category of letters that are wrapped in plastic which are eligible for PreSort prices.

Category	Eligibility of Plastic Wrapping
Small Letters	Eligible – <i>Provided they are in Direct Trays</i>
Small Plus Letters	Eligible – <i>Provided they are in Direct Trays</i>
Medium Letters	Eligible
Large Letters	Eligible

Plastic wrapped letters are measured on the total plastic size, not on the size of the contents.

Where the address or address label is shown under a transparent wrapping, the area of the wrapper overlapping the address must have a contrast ratio that does not exceed 25% when measured by a suitable photometric method.

Even very clear plastic wrappers or window panels can cause sorting difficulties if they reflect light to any great extent.

Specifications

Material	Polypropylene/polyethylene or similar film, anti-static, medium impact resistant IR2, with a co-efficient of friction of medium slip in accordance with AS 1326-1972.
Colour	The plastic wrapper may be any colour including reflective material. However the address block and barcode must be printed over a surface which observes the reflectance/contrast requirements – refer Appendix 8.6.
Seam	The sealing seam is not to intersect the address block or barcode.
Hem	It is desirable for the hem not to cover the address block or barcode.
Thickness	The minimum thickness is 25 microns.
Strength	The weld strength of the seam should be sufficient to prevent opening during mail processing.

Address Sheet Skew

The maximum skew permissible for an address sheet is ± 10 degrees to the article edge, when presented for lodgement. The combined skew of the address sheet and barcode must not exceed ± 15 degrees to the article edge, when presented for lodgement.

Excess Plastic

The amount of plastic that exceeds the size of the contents should be kept to within the following maximum excess plastic limits.

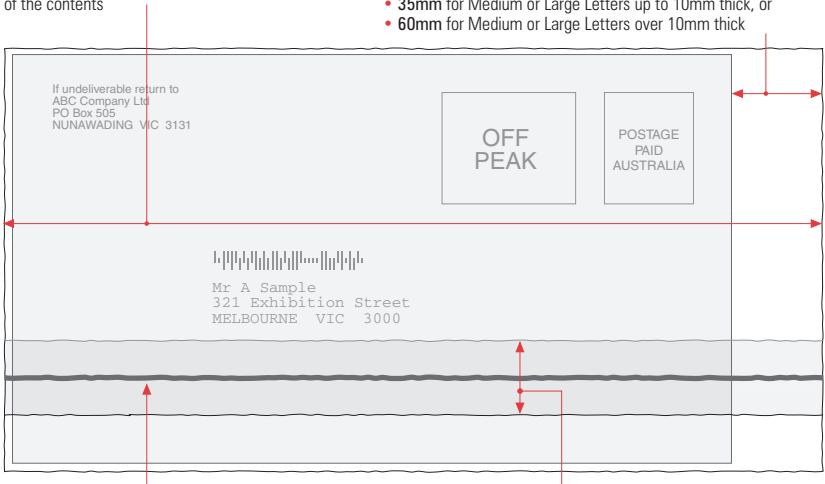
	Maximum "overhang"
Small Letters	Up to 10mm
Small Plus Letters	Up to 10mm
Medium Letters	
- Up to 10mm thick	Up to 35mm
- Over 10mm thick	Up to 60mm
Large Letters	
- Up to 10mm thick	Up to 35mm
- Over 10mm thick	Up to 60mm

▼ Plastic Wrapping Layout.

Plastic wrapped letters are measured on the total plastic size, not on the size of the contents

The maximum "overhang" or excess plastic wrap is not to exceed:

- 10mm for all Small or Small Plus letters,
- 35mm for Medium or Large Letters up to 10mm thick, or
- 60mm for Medium or Large Letters over 10mm thick



The sealing seam (weld) is not to intersect the address block or barcode

It is desirable for the hem (overlapping plastic area) not to cover the address block or barcode

5 CREATIVE DESIGN/ADVERTISING ON PRESORT LETTERS

Creative design/advertising content may be printed on the front and back of PreSort Letters.

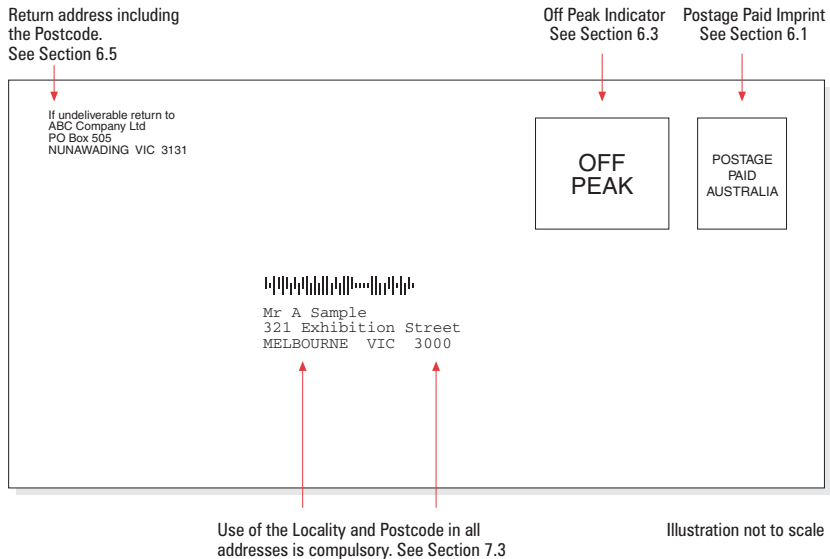
This content must be kept clear of the “Quiet Zone” around the barcode. Specifications are given at Appendix 8.4.

Where problems are encountered with the processing of PreSort Letters, Australia Post will liaise with the customer concerned in order to avoid similar problems re-occurring.

6 MANDATORY INSCRIPTIONS ON PRESORT LETTERS

Inscription	Refer Section
Postage Paid Imprint or Postage Meter Impression	6.1 6.2
Off Peak Indicator (if the Off Peak Delivery Service is selected)	6.3 or 6.4
Return Address	6.5
Delivery Address	6.6

▼ Example layout for an envelope, postcard, address sheet or wrapper



6.1 Postage Paid Imprint

All PreSort Letters that are not metered must bear a Postage Paid Imprint.

The preferred position for the Postage Paid Imprint is the top right hand corner of the envelope, postcard, address sheet, or wrapper.

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

- Maximum: 26mm x 40mm (see illustration)
- Minimum: 19mm x 25mm



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 illustration).



6.2 Postage Meter Impression

The published PreSort Letters price, as appropriate, must be printed on the top right hand corner of the address side of each letter. If a date is included in the meter impression it must be the date of lodgement.

For additional information on metering, refer to the *Postage Meters and Franking Machines Conditions of Use* booklet (8833675).



6.3 Off Peak Indicator



Inclusion of an "OFF PEAK" indicator is required on each PreSort Letter, to access the Off Peak Delivery Service.

The guidelines for the printing of an Off Peak indicator on envelopes, postcards, address sheets and wrappers are as follows:

The words **OFF PEAK** in capital letters are to be printed to the left of the Postage Paid Imprint. A postage meter may be used to print the OFF PEAK indicator. The correct arrangement of the two words is as indicated, with the words OFF PEAK centred.



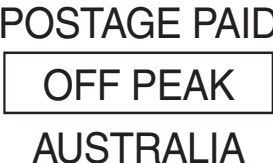
While 18 point is the recommended font size for standard size articles, customers are encouraged to use at least 24 point (6.1mm high) for Large Letter size articles.

Boxing: The words OFF PEAK need to be placed in a rectangular box with the minimum dimensions of 19mm x 25mm.

6.4 Alternative Combined OFF PEAK Indicator/Postage Paid Imprint

The words **OFF PEAK** in capital letters with lettering of a minimum size of 3mm high are to be printed in the centre of the Postage Paid Australia imprint. The correct arrangement of the words is as indicated, with the words OFF PEAK centred.

Boxing: The words OFF PEAK are to be printed in a rectangular box with the minimum dimensions of 35mm x 7mm.



POSTAGE PAID
OFF PEAK
AUSTRALIA

6.5 Return Address

An Australian return address is required to be shown on each letter within a lodgement, ie. either a Post Office Box Number or a street address.

Australia Post prefers return addresses to be on the upper left-hand corner of the address side of the envelope, postcard, address sheet or wrapper. Alternatively, return address information may be printed on the back of the article.


6.6 Delivery Address

The address to which the letter is to be delivered. Refer to the following sections on Correct Addressing and Barcoding.

6.7 Colour of Mandatory Inscriptions

A particular colour has not been specified. Blue, black, dark green for example are acceptable colours. Except for Postage Meter Impressions, red toning may not be used to avoid possible interference with mail handling equipment.


7 MANDATORY CORRECT ADDRESSING CONDITIONS

 To access the PreSort Letters Service customers need to be aware of the mandatory correct addressing conditions which apply when preparing their mail. All letters are subject to mandatory correct addressing requirements. Where applicable, non compliance will result in the application of full rate ordinary letter prices, or Clean Mail Service prices (if eligible), for the entire lodgement.

7.1 Address and Barcode Location

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

If using window panel envelopes, the entire address block, including barcode, must be clearly visible through the window panel when presented for lodgement.

Letter Category	Address and Barcode Location
Small or Small Plus	Must be parallel to the long side of the envelope.
 Medium or Large	Can be oriented to either portrait or landscape. It is recommended that the address and barcode are oriented in the same direction. When using window panel envelopes, it is recommended that the barcode is positioned below the address.

The address lines are printed in the 'address zone' of the envelope. Refer to Appendix 4 and 5.

The barcode is printed within the allowable printing zone for barcodes. Refer to Appendix 4 and 5.

7.2 Barcode Characteristics

Barcodes must conform to specified barcode dimensions, skew tolerance, length and density requirements. Specifications are given at Appendix 8.

Red, orange and yellow inks must not be used. Dark inks such as black are preferred.

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

▼ *Clear Zone around the barcode*



Non-address information, such as customer reference codes, sort plan number, etc, may be located above or below the barcode, provided the 2mm clear zone is observed. There is no requirement for this information to be left justified. Alternatively, this information may be printed on the same line as the barcode, provided the 6mm clear zone is observed.

7.3 Address Formatting

Address lines (excluding barcode placement) must be left justified.

- **Second last line** – Must contain the delivery address information.
- **Bottom line** – Must contain the Locality and Postcode.

It is recommended that the State abbreviation is printed on the same line after the locality. Customers can access PreSort prices if the State abbreviation is not present or on the same line as the locality and postcode.

The printing of the bottom line in CAPITALS is strongly recommended.

Additional address information such as business or persons name, must be placed above the last two lines of the address and not below, alongside or within these lines.

▼ Correct Address Formatting

Mr A Sample
321 Exhibition Street
MELBOURNE VIC 3000

CAPITALS for the bottom line is strongly recommended
 Use of the State Abbreviation is recommended
 The bottom line must contain the Locality and Postcode

7.4 Address Font Requirements

Any font is acceptable, provided it is human readable.

Whilst attributes such as *italics* or **bolding** are permitted, their use should be avoided.

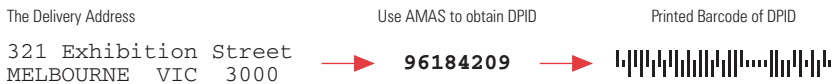
It is preferred that fonts be structured in 12 point and it is strongly recommended that print characters do not touch or overlap.

Red, orange and yellow inks must not be used. Dark inks such as black are preferred.

8 BARCODING OF PRESORT LETTERS

8.1 Obtaining the DPID for each address

Australia Post maintains a comprehensive database of addresses, the Postal Address File (PAF), in which each address has a unique Delivery Point Identifier (DPID) number. Customers must use Address Matching Approval System (AMAS) certified software to obtain the correct DPID for each address, and print this on the article as a barcode. A list of AMAS software vendors is available on the Australia Post website at www.auspost.com.au/amas



Refer to Appendix 6 for more information on AMAS.

Refer to Appendix 8 for barcode printing specifications.

8.2 AMAS Declaration

Access to the PreSort Letters Service prices is conditional upon customers certifying that current AMAS approved software is in use and that the DPIDs contained within address records used to produce the mailing are valid against the latest version of the PAF.

The AMAS declaration is included as part of the Australia Post supplied lodgement documentation e.g. *PreSort Letters Lodgement Document* (8835114) and the *PreSort Letters - Meter Lodgement Document* (8838236).

Should a customer repeatedly present letters that are subsequently rejected due to incorrect assignment of DPIDs, Australia Post reserves the right to request subsequent lodgements be supported with documentary evidence that the mailing extract has been processed against the latest version of the PAF. To assist in this regard, it is mandatory for AMAS approved batch software to generate an Address Matching Processing Summary Report. An example of this report is provided in Appendix 7.

8.3 First Lodgement

It is recommended that customers intending to lodge PreSort Letters for the first time should submit sample letters to Australia Post for testing of barcode accuracy and readability. Information relating to the Barcode Quality Program is available on the Australia Post website at www.auspost.com.au/bqp

9 UNBARCODED PRESORT LETTERS

It is unlikely that customers will be able to apply a barcode to all letters generated from a database. To reduce the incidence of multiple lodgements from the same source data, customers have an option to lodge barcoded and unbarcoded PreSort Letters together as a single lodgement using the same lodgement documentation.

9.1 AMAS Processing of Unbarcoded Letters

It is a requirement of the PreSort Letters Service that *all letters within the lodgement* were presented to current AMAS software and a DPID assignment was attempted. Customers may be requested to provide an Address Matching Processing Summary Report as evidence – refer to Appendix 7.

9.2 Quantity of Unbarcoded Letters

There is no restriction on the quantity of unbarcoded letters that may be included as part of a PreSort Letters lodgement, provided that the lodgement meets the minimum volume of barcoded letters – refer to Section 3.3.

9.3 Addressing Conditions for Unbarcoded Letters

Identical addressing conditions apply for barcoded and unbarcoded letters in a PreSort Letters lodgement.

9.4 Prices

All unbarcoded letters in a PreSort Letters lodgement are charged at the applicable Unbarcoded price for the size category, weight step and delivery standard.

10 MANDATORY CONDITIONS – NON COMPLIANCE

Acceptance staff at the lodgement facility will perform an inspection to determine if a lodgement satisfies the correct addressing conditions.

If a lodgement does not qualify for PreSort prices, customers have the option of:

- (a) Withdrawing the lodgement, modifying and re-presenting it at a later date, or
- (b) Lodging the letters at either the full rate ordinary prices applicable at the time, or Clean Mail if eligible.

Note: Off Peak lodgements that do not qualify for PreSort Letters prices, and are lodged in the full rate ordinary letter service, will be despatched in accordance with the regular delivery transport schedules. Australia Post will do all it can to ensure that the lodgement meets the regular delivery timetables but this cannot be guaranteed because of the OFF PEAK indicator on the letters.

11 TESTING

Customers who are concerned that their letters may not satisfy all PreSort Letters Service requirements can request a preliminary test prior to lodgement. Tests can be conducted on the following;

- Flexibility
- Envelope colour, patterns or paper quality
- Shape
- Window panel quality/enclosure colours or patterns
- Plastic wrapping
- Positioning of creative design/advertising material
- Barcode readability

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

Customers who intend to regularly lodge a non-complying mail piece, which has passed testing, may apply for standing approval.

Requests for testing should be directed to:

Australia Post
Attn Manager Customer Connections
GPO BOX 1777
MELBOURNE VIC 3001


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 www.auspost.com.au/bqp

PRESORT LETTERS SORTING

12 PRESORT CATEGORIES

Customers have the choice to presort their articles according to the following categories:

Categories	Description	To Qualify
Residue Trays	✓ Barcoded ✗ Not sorted	No minimum*
Unbarcoded Trays	✗ Not barcoded ✗ Not sorted	No minimum*
 Direct Trays	✓ Barcoded ✓ Sorted to the BSP ✓ Lowest prices	300 letters or 4kg of letter weight (excluding the weight of the tray) <i>where all addresses belong to a single sort plan number (postcode range) in the BSP.</i>

* The total lodgement must contain at least 300 barcoded letters, which are presented either as Residue Trays or Direct Trays.

12.1 Preparing Small Volume Lodgements

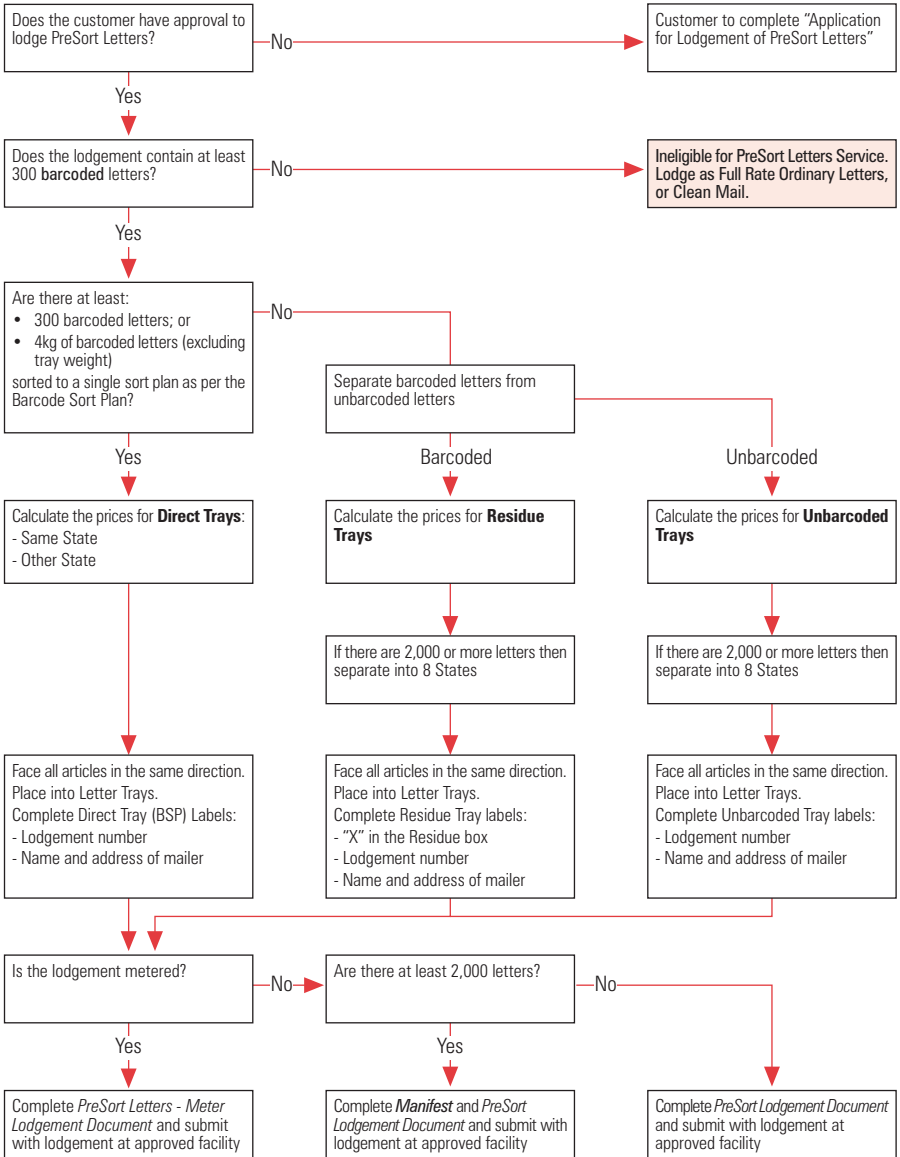
If you are lodging less than 2,000 articles Australia Post suggest you consider the following simplest lodgement.

- Place all the barcoded letters in trays and affix completed Residue Tray Labels for the State of lodgement.
- Place any unbarcoded letters in separate trays and affix completed Unbarcoded Tray Labels for the State of lodgement.

Small volume lodgements do not normally need to consider Direct Trays as it is unlikely that there will be at least 300 barcoded letters addressed to a single sort plan number.

13 SORTING FLOWCHART

This flowchart provides an overview of the sorting and tray preparation process.



14 PREPARING RESIDUE TRAYS

Where there are insufficient barcoded letters to make a Direct Tray, customers can prepare Residue Trays.

Letter Category	Tray usage
Small or Small Plus	Face all letters in the same direction and place into Small Letter Trays, facing the front (label end) of the tray.
Medium or Large	Face all letters in the same direction and place into Large Letter Trays, face up, with the Postage Paid imprint to the label end of the tray.

Large Letters

The maximum acceptable weight for a tray is 16kg (including the tray weight).

For Residue volumes of: Then:

Less than 2,000 letters	Make up national Barcode Residue Trays using the Tray Label for the State of lodgement.
2,000 or more letters	Separate letters into State based Residue Trays, using Residue Tray Labels for each State – Refer Section 18.

Completing the BSP Residue Tray labels:

- For Off Peak letters:
 - place a cross in the “Off Peak” delivery standard box
 - write the date of lodgement in the “Date” space
- Write your Lodgement/job number in the “Job Nr” space
- Write Name and address of mailer in the “Sender” space provided

▼ *Example of a completed label for Barcoded Residue (Off Peak)*

Date of lodgement
(complete for Off Peak lodgements)

Delivery Standard

**Victoria
BSP Residue**

Date: 10/08/01

Off Peak:

MEL
Melbourne

Sender: Ajax Mail NSW
(02) 9333 8888

Job Nr: NAB 192

9113 55992003 883812907000

Large Tray Barcoded

8838129 JUL 2000

Lodgement/Job number

Mailer details

15 PREPARING UNBARCODED TRAYS

Unbarcoded letters must be presented in separate trays from Residue or Direct.

Letter Category	Tray usage
Small or Small Plus	Face all letters in the same direction and place into Small Letter Trays, facing the front (label end) of the tray.
Medium or Large	Face all letters in the same direction and place into Large Letter Trays, face up, with the Postage Paid imprint to the label end of the tray.

Large Letters

The maximum acceptable weight for a tray is 16kg (including the tray weight).

For volumes of:	Then:
Less than 2,000 letters	Make up national Unbarcoded Trays using the Tray Label for the State of lodgement.
2,000 or more letters	Separate letters into State based Unbarcoded Trays, using Unbarcoded Tray Labels for each State – Refer Section 18.

Completing the Unbarcoded Tray labels:

- Place a cross in the “Residue” box
- For Off Peak letters:
 - place a cross in the “Off Peak” delivery standard box
 - write the date of lodgement in the “Date” space
- Write your Lodgement/job number in the “Job Nr” space
- Write Name and address of mailer in the “Sender” space provided

▼ Example of a completed label for Unbarcoded Residue (Off Peak)

The diagram shows a completed unbarcoded tray label with the following fields and annotations:

- Date of lodgement (complete for Off Peak lodgements):** 10/08/01
- Delivery Standard:** Off Peak (with a cross in the box) and X (with a cross in the box)
- Residue:** X (with a cross in the box)
- Sorting Division:** SYD (Sydney)
- Sender:** Ajax Mail NSW (02) 9333 8888
- Job Nr:** NAB 192
- Lodgement/Job number:** 8838065 JUL 2000
- Tray Type:** Small Tray Unbarcoded

Annotations with red arrows point to the following fields:

- Date of lodgement (complete for Off Peak lodgements)
- Place a cross in the Residue box
- Delivery Standard
- Job Nr
- Mailer details

16 PREPARING DIRECT TRAYS

 A Direct Tray requires a minimum of 300 barcoded letters or 4kg of letter weight (excluding tray weight) where all addresses belong to a single sort plan (postcode range) as defined in the Barcode Sort Plan (BSP) – refer Section 17.

Letter Category	Tray usage
Small or Small Plus	Face all letters in the same direction and place into Small Letter Trays, facing the front (label end) of the tray.
Medium or Large	Face all letters in the same direction and place into Large Letter Trays, face up, with the Postage Paid imprint to the label end of the tray.

Large Letters

The maximum acceptable weight for a tray is 16kg (including the tray weight).

Sequencing of letters in postcode ascending order is preferred but not mandatory.

Letters are not to be bundled, except for those contained in an overflow tray.

Overflow trays can be lodged. An overflow tray is a less-than-full tray that contains all letters remaining after the preparation of full trays for the same sort plan number. A maximum of one overflow tray for each BSP sort plan number per lodgement is permitted.

Completing the Direct Tray (BSP) labels:

- For Off Peak letters:
 - place a cross in the “Off Peak” delivery standard box
 - write the date of lodgement in the “Date” space
- Write your Lodgement/job number in the “Job Nr” space
- Write Name and address of mailer in the “Sender” space provided

▼ Example of a completed label for a Barcode Direct Tray to Barcode Sort Plan 005

The diagram shows a completed label for a Direct Tray. The label contains the following information:

- Tray Identification:** Sydney West LF, BSP 005
- Delivery Standard:** SYD (Sydney)
- Sender:** Ajax Mail NSW (02) 9333 8888
- Job Nr:** CBAF 10
- Barcode:** 9113 06005023 883800707000
- Tray Type:** Small Tray, Barcoded
- Postage Paid:** 8838007 JUL 2000

Annotations with red arrows indicate the following fields:

- Date of lodgement (complete for Off Peak lodgements):** Points to the Date field.
- Delivery Standard:** Points to the Off Peak field.
- Lodgement/Job number:** Points to the Job Nr field (CBAF 10).
- Mailer details:** Points to the Sender field (Ajax Mail NSW (02) 9333 8888).

17 BARCODE SORT PLAN (BSP)

This plan applies to all Direct Trays and across all letter size categories.

There are 54 individual sort regions that comprise the BSP. Sorting of PreSort Letters must be based on the BSP number assigned to each postcode.

For example: BSP 001 comprises the postcodes 0800–0854 and 0880–0909.

17.1 Sort Plan Updates

Updates to the BSP are made in March and September each year. To ensure that the current sort plan is in use, it is recommended that the BSP be downloaded regularly from the Australia Post website at www.auspost.com.au/sortplans

17.2 Compliance with Sort Plan

Acceptance staff at the lodgement facility will perform a check to determine if letters have been sorted correctly. Australia Post reserves the right to reject a PreSort lodgement if an unacceptable number of letters are incorrectly sorted.

Australia Post provides a service for customers and vendors wanting to verify the accuracy of their PreSort sortation software. Further information on this service is available from the Technical Support Centre on 1800 000 242.

18 STATE SORTING OF RESIDUE AND UNBARCODED TRAYS

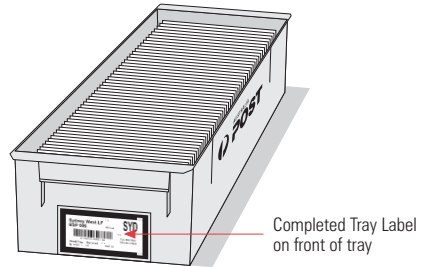
Where the volumes of Residue or Unbarcoded are 2,000 or more letters then separate the letters into State based trays, using Tray Labels for the following 8 destinations:

State	Destination	Equates to BSP Number range
NT	Darwin, Alice Springs	001
ACT	Canberra	019
NSW	Sydney	003–018, 020–021
VIC	Melbourne	022–034
QLD	Brisbane	002, 035–044
SA	Adelaide	045–048
WA	Perth	049–053
TAS	Hobart	054

19 TRAY LABELS


Tray labels containing a barcode of Code 128 type C symbology are required for the PreSort Letters Service.

Plastic label pockets are affixed to all letter trays. Prior to lodgement a completed tray label must be placed in the label pocket with the printed side visible. Any old labels on trays must be removed prior to lodgement.



Australia Post provides preprinted tray labels at no cost – refer to Appendix 9.1.

When used, preprinted tray labels must be completed as shown in Sections 14–16. Each tray label must include the name and address or telephone of the organisation making the lodgement.

 Customers may also use labelling software to generate tray labels – refer to Appendix 9.2.

PRESORT LETTERS LODGEMENT

20 HOW TO LODGE

20.1 Documentation

Customers are required to support each PreSort Letters lodgement with documentation. The type of documentation will vary depending upon whether a postage meter has been used.

A summary of the required lodgement documentation follows:

Type	Lodgement Document	Manifest
Non-metered letters (Postage Paid Imprint)	<i>PreSort Letters Lodgement Document</i> (8835114). Refer to Appendix 10.	Required for lodgements in excess of 2,000 letters. Refer to Section 21.4 – Large Volume Lodgements
Metered Letters	<i>Meter Lodgement Document</i> (8838236). Refer to Appendix 11.	Not required

A Lodgement Document is to be completed for each lodgement of PreSort Letters in the same price and weight category.

Customers are required to indicate the number of letters and other details contained in the lodgement, and to sign a declaration agreeing to the terms and conditions of the PreSort Letters Service. In addition, customers are required to sign the Address Matching Approval System (AMAS) declaration when lodging PreSort Letters.

20.2 Where to Lodge

Customers are required to lodge their PreSort letters at the approved office/s (or designated facilities in the case of letters linehauled interstate by carriers other than Australia Post – refer to Section 21.3). Customers may request to vary their approved lodgement office by completing an *Application for Lodgement of PreSort Letters* (8535117). An example of the Application is in Appendix 3.

20.3 When to Lodge

Lodgements of PreSort Letters can be made during business hours applicable to the Mail Centre, Business Centre or Post Office involved.

LARGE VOLUME LODGEMENTS

21 LARGE VOLUME LODGEMENTS

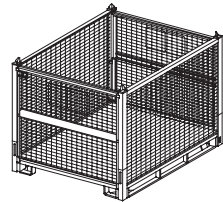
21.1 Advance Notification of Large Lodgements at Mail Centres

 Limited spare capacity at some lodgement points means customers are requested to provide advance notice to the Officer-In-Charge of the facility for lodgements over 50,000 PreSort Letters, no later than the Friday of the week prior to lodgement.

If customers make regular lodgements at the same facility they can enter into standing arrangements and avoid the need for notification.

21.2 Lodgement in ULDs


 Containers known as Unit Loading Devices (ULDs) can be obtained from Australia Post, subject to availability and in instances where large mail volumes are to be lodged. Customers should contact their 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 customers for any ULD lost or damaged by the customer.

The maximum weight load for the ULD (including the ULD) is not to exceed 600kg.


21.3 Interconnect Option

 Customers have the option to arrange their own interstate transport to interconnect with Australia Post's letters service network at *designated facilities* in the States of destination and benefit from cheaper Same State prices. Refer to Appendix 12 for a list of designated facilities;

Customers are required to complete an application form – *Application for Lodgement of PreSort Letters* (8835117) nominating the facility/s where the letters are to be presented for lodgement and forward the application to the Australia Post contact (as listed on the inside back cover of this Guide) in the State in which their business is located.

Supporting lodgement documentation is required at the time of mailing.

21.4 Manifest

 A manifest is required to support each PreSort Letters lodgement in excess of 2,000 articles that has not been metered. Lodgements of fewer than 2,000 articles do not require a manifest.

The manifest must contain the following information by State and the Northern Territory;

For each State:	Sort Plan No.	Volume (No. of letters)	No. of Trays
Direct Trays			
- For each Sort Plan Number	✓	✓	✓
- Subtotal	–	✓	✓
Residue Trays	–	✓	✓
Unbarcoded Trays	–	✓	✓
State total	–	✓	✓

A sample manifest is provided below. Approval may be given to customers to vary the layout and content of the manifest to suit local circumstances, provided the minimum core information requirements as outlined above are met.

▼ *Example Manifest – PreSort Letters*

Customer Name:		Job No.	
State: New South Wales			
Sort Level: Barcoded - Direct Trays			
	Sort Plan Number	Volume	Trays
	003	1955	9
	004	908	3
	005	1203	7
	006	1505	7
Sub-total		5571	26
Sort Level: Barcoded - Residue Trays		656	3
Sort Level: Unbarcoded Trays*		875	3
Summary - NSW			
Barcoded		6227	29
Unbarcoded		875	3
Total - NSW		7102	32
State: Victoria			
Sort Level: Barcoded - Direct Trays			

(Continued next page)

Summary - All States

	--- Same State ---		--- Other States ---	
	<u>Volume</u>	<u>Trays</u>	<u>Volume</u>	<u>Trays</u>
Barcoded				
Direct Trays	5571	26	4441	19
Residue Trays	<u>656</u>	<u>3</u>	<u>497</u>	<u>2</u>
Sub-total	6227	27	4938	21
Unbarcoded	<u>875</u>	<u>3</u>	<u>345</u>	<u>1</u>
Total	<u>7102</u>	<u>32</u>	<u>5283</u>	<u>22</u>

Mailing Total

	<u>Volume</u>	<u>Trays</u>	<u>% Volume</u> **
Barcoded			
Direct Trays	10012	45	80.8%
Residue Trays	<u>1153</u>	<u>5</u>	<u>9.3%</u>
Sub-total	11165	50	90.1%
Unbarcoded	<u>1220</u>	<u>4</u>	<u>9.9%</u>
Total	<u>12385</u>	<u>54</u>	<u>100.0%</u>

Notes:

Assumes NSW is the State of lodgement.

* Unbarcoded volume information required where part of the same lodgement.

** % Volume - To one decimal place.

APPENDICES

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APPENDIX 1. PRESORT LETTERS PRICES



The PreSort postage prices for letters vary by category and weight according to the destination and the level of presorting.

All prices are GST inclusive. For External Territories the GST exclusive price will be the same as the GST inclusive price shown in the PreSort Letters price table.

Refer to Appendix 2 for conditions for access to the Charity Mail Service pricing. Charity Mail prices are applicable only for Small Letters.

A1.1 PreSort Letters prices from 15 September 2008

Size category	Weight Up to	Regular Delivery				Off Peak Delivery			
		Barcode Direct		Resi- due	Unbar- coded	Barcode Direct		Resi- due	Unbar- coded
		Same State	Other State			Same State	Other State		
PreSort Letters									
Small	125g	39.9	41.0	44.9	48.0	38.8	39.9	43.2	46.5
Small Plus	125g	50.9	53.1	61.9	75.0	49.8	52.0	60.8	72.0
Medium	125g	63.0	67.4	76.8	90.5	59.7	63.0	72.9	85.0
	250g	82.3	91.1	101.5	115.8	75.7	80.1	94.9	105.9
Large	125g	77.3	81.7	93.8	98.2	75.1	78.4	90.5	96.0
	250g	110.3	119.1	132.3	143.3	102.6	109.2	123.5	133.4
	500g	154.3	167.5	176.3	198.3	130.1	138.9	152.1	174.1
PreSort Letters eligible for the Charity Mail service									
Small	125g	34.4	35.5	39.4	48.0	32.8	33.9	37.2	46.5

All prices are in cents.

A1.2 Conditions for Same State Prices

PreSort Letters attract same State charges when the following conditions are met:

- the letter is for delivery *within* the same State as the State of lodgement as defined in the Barcode Sort Plan (BSP); and
- the letters are lodged within that State.

For charging purposes, the ACT is considered to be part of NSW, and South Australia does not include Northern Territory.

APPENDIX 2. CHARITY MAIL PRICES

To access Charity Mail prices, an organisation must be able to demonstrate that they have been endorsed by the Australian Taxation Office (ATO) as an income tax exempt charity (ITEC).

Application Form

To begin the process, each charity must register with Australia Post by completing an *Application For The Charity Mail Service* form. Forms are available from your local post office or from Australia Post's website at www.auspost.com.au/charitymail.

In order to demonstrate that an applicant is an eligible charity, a copy of the "*Endorsement as an income tax exempt charitable entity*" notification, issued by the ATO must accompany the application form. The organisation named in the ATO issued ITEC letter will need to match the details contained in the application form.

Approval Process

Upon approval, Australia Post will issue a letter granting access to Charity Mail prices to the organisation named in the ATO ITEC approval letter. The letter will also provide an 8 digit approval (identification) number which will need to be quoted for each mailing.

Period of Approval

The authorisation to lodge at Charity Mail prices will continue until such time as an organisation's ITEC status has been revoked by the ATO. The onus will be on the relevant organisation to notify Australia Post of any change in status.

Australia Post reserves the right to withdraw or suspend Charity Mail approval in instances where inappropriate use of the service is detected.

Charity Mail Approval Number

To access Charity Mail prices, an inscription (CM) followed by the 8 digit approval number must appear on each article, eg "CM 12345678".

The inscription may be:

- Preprinted on the envelope (front or back of the envelope is acceptable), or
- Printed above the address block,

The inscription must be clearly visible when the articles are presented for lodgement. The requirement to print the inscription on each mail piece will assist in ensuring that only approved organisations can access Charity Mail prices.

Lodgement Documentation

The PreSort Letters Lodgement Document (8835114) includes:

- Space to record the 8 digit Charity Mail approval number, and
- A declaration acknowledging compliance to the conditions applicable to the Charity Mail service.

Older Lodgement Documents (without the Charity Mail details) may still be used by recording the 8 digit Charity Mail approval number in the space marked for the “Advertising Approval No.”.

Eligible Letter Categories

The Charity Mail Service prices are only applicable for the Small Letter category.

Pricing

The prices applicable for the Charity Mail Service are shown in Appendix 1.

Examples of Eligible Mailings

- 1: A mailing from a charity promoting a fundraising event contains an advertising flier promoting the goods or services of a sponsor/s of the charitable event.

The mailing substantially relates to the charitable purpose and the promotional material is incidental to the purpose of the mailing.

- 2: A mailing from a charity contains a letter promoting a charitable event that contains promotional copy within the letter promoting a sponsor’s product.

The mailing substantially relates to the charitable purpose and the promotional copy is incidental to the purpose of the mailing.

- 3: A mailing from an approved charity (say public university) containing enrolment confirmations.

The mailing content contains material entirely from the university.

Examples of Ineligible Mailings

- 1: An approved charity sends out a mailing containing material solely from another organisation that is unrelated to the purpose of the charity, such as monthly invoices.

The mailing is unrelated to the charitable purpose of the charity.

- 2: A non-ITEC approved organisation sends out a mailing promoting to its customers a charity golf day where the proceeds from the event benefit an approved ITEC organisation.

The mailing is generated by a non-ITEC approved organisation.

3: A school that is non-ITEC approved, but has a related entity that operates a foundation that is ITEC approved. The school is ineligible to access Charity Mail prices and the foundation cannot be used to send out mail on behalf of the school.

This example assumes that the school and foundation have different ABNs. As the school related mailing is from a non-ITEC approved organisation it is ineligible for Charity Mail prices.

APPENDIX 3. APPLICATION FOR LODGEMENT OF PRESORT LETTERS

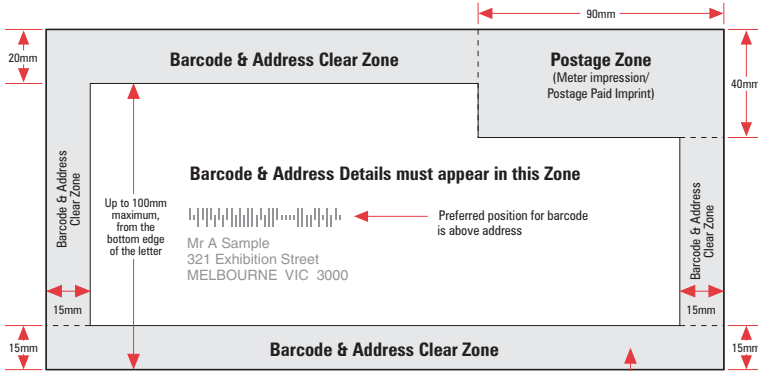
▼ 8835117

PRESORT LETTER SERVICE APPLICATION		 <small>ABN 28 864 970 579</small>
<div style="border: 1px solid black; padding: 5px; background-color: #f0f0f0; margin-bottom: 5px;"> <p style="text-align: center; margin: 0;">Privacy Notice</p> <p style="font-size: 0.8em; margin: 0;">Your personal information is collected only to enable us to provide you with the products/services you wish us to provide. The products/services may not 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 13 18 to contact us.</p> </div>		
<div style="border: 1px solid black; padding: 5px; background-color: #f0f0f0; margin-bottom: 5px;"> <p style="text-align: center; margin: 0;">Customer Details</p> <p>Business/Company Name <input style="width: 90%;" type="text"/></p> <p>ABN/ACN <input style="width: 90%;" type="text"/></p> <p>Address <input style="width: 90%; height: 20px;" type="text"/> <input style="width: 90%; height: 20px;" type="text"/></p> <p style="text-align: right; margin-right: 20px;">Postcode <input style="width: 100px;" type="text"/></p> <p>Contact Name <input style="width: 60%;" type="text"/> Telephone Number <input style="width: 150px;" type="text"/></p> <p>E-Mail <input style="width: 60%;" type="text"/> Fax Number <input style="width: 150px;" type="text"/></p> <p>Do you have an Australia Post Charge Account ?</p> <p>No <input type="radio"/> If you would like a charge account please ask for an application.</p> <p>Yes <input type="radio"/> Charge Account Number <input style="width: 150px;" type="text"/></p> </div>		
<div style="border: 1px solid black; padding: 5px; background-color: #f0f0f0; margin-bottom: 5px;"> <p style="text-align: center; margin: 0;">Mailing Details</p> <p>Approximately how many letters will each lodgement contain? <input style="width: 100px;" type="text"/></p> <p>Will you be lodging letters on a regular basis?</p> <p>No <input type="radio"/> One lodgement will occur on <input style="width: 100px;" type="text"/></p> <p>Yes <input type="radio"/> Lodgements will occur on <input style="width: 100px;" type="text"/> Frequency/Day</p> <p>Please list the Offices/Mail Centres where you wish to lodge your letters</p> <p>1. <input style="width: 90%;" type="text"/></p> <p>2. <input style="width: 90%;" type="text"/></p> <p>3. <input style="width: 90%;" type="text"/></p> <p>4. <input style="width: 90%;" type="text"/></p> <p>5. <input style="width: 90%;" type="text"/></p> <p>6. <input style="width: 90%;" type="text"/></p> <p>7. <input style="width: 90%;" type="text"/></p> <p>8. <input style="width: 90%;" type="text"/></p> <p>9. <input style="width: 90%;" type="text"/></p> <p style="font-size: 0.7em; margin-top: 5px;">NOTE: PreSort Letters should be lodged at Australia Post Mail Centres or Business Centres or as otherwise advised in writing by Australia Post. Australia Post may, at any time, in its sole and absolute discretion, direct that PreSort Letters be lodged at an alternative lodgement facility.</p> </div>		
<div style="border: 1px solid black; padding: 5px; background-color: #f0f0f0; margin-bottom: 5px;"> <p style="text-align: center; margin: 0;">Declaration</p> <p>I hereby declare that:</p> <ol style="list-style-type: none"> 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. <p>Signature (Customer or agent) <input style="width: 150px;" type="text"/> Date <input style="width: 100px;" type="text"/></p> <p>Name (Block capitals please) <input style="width: 90%;" type="text"/></p> </div>		
<div style="border: 1px solid black; padding: 5px; background-color: #f0f0f0; margin-bottom: 5px;"> <p style="text-align: center; margin: 0;">Notice</p> <ol style="list-style-type: none"> 1. This application form is not an offer by Australia Post, but rather an invitation by Australia Post to the applicant to apply to become a PreSort Letter Service customer. 2. No offer by the applicant will be deemed to be made unless and until the applicant has: (i) completed this application form as required; (ii) disclosed all information required by Australia Post; (iii) delivered the completed application form to an Australia Post outlet; and (iv) has otherwise complied with the Australia Post Terms and Conditions regarding the PreSort Letter Service. 3. No contract shall be formed unless Australia Post has notified the applicant in writing that the applicant's offer has been accepted. No oral statements by or on behalf of Australia Post shall constitute acceptance. 4. Upon acceptance of the applicant's offer, the Australia Post Terms and Conditions shall apply to the exclusion of all other terms, arrangements and understandings unless recorded in writing and expressly accepted in writing by Australia Post. </div>		
<div style="border: 1px solid black; padding: 5px; background-color: #f0f0f0; margin-bottom: 5px;"> <p style="text-align: center; margin: 0;">Australia Post Use Only</p> <p>Approved lodgement facility <input style="width: 90%;" type="text"/></p> <p>Approving Officer</p> <p>Name <input style="width: 60%;" type="text"/> Signature <input style="width: 150px;" type="text"/></p> <p>Date <input style="width: 100px;" type="text"/></p> <p>Distribution:</p> <p><i>Same State Lodgement Points:</i></p> <ul style="list-style-type: none"> • Original & Duplicate: To approving manager. Where nominated lodgement facility is as: <ul style="list-style-type: none"> • Retail/Business Centre – Retail Area Manager • Mail Centre — Mail Centre Manager <p><i>Various State Lodgement Points:</i></p> <p>Original & Duplicate: Manager, Sales and Marketing Department in your State.</p> <p>On approval:</p> <ul style="list-style-type: none"> • Original - Send to approved lodgement facility • Duplicate - Return to applicant </div>		
<p><small>Original - Australia Post Duplicate - Customer copy</small></p>		<p><small>8835117 • Dec 01</small></p>

APPENDIX 4. SMALL LETTER AND SMALL PLUS LETTER ZONES

The “Zones” on the letter, as indicated below, must be observed at all times.

▼ Barcode and Address Zone – for Small Letters and Small Plus Letters



No barcode or address information is permitted in the shaded areas.

The complete barcode and address must be positioned:

- at least 20mm down from the top edge of the piece of mail;
- no more than 100mm up from the bottom edge of the piece of mail;
- no closer than 15mm from the bottom edge of the piece of mail; and,
- no closer than 15mm from either side of the piece of mail.

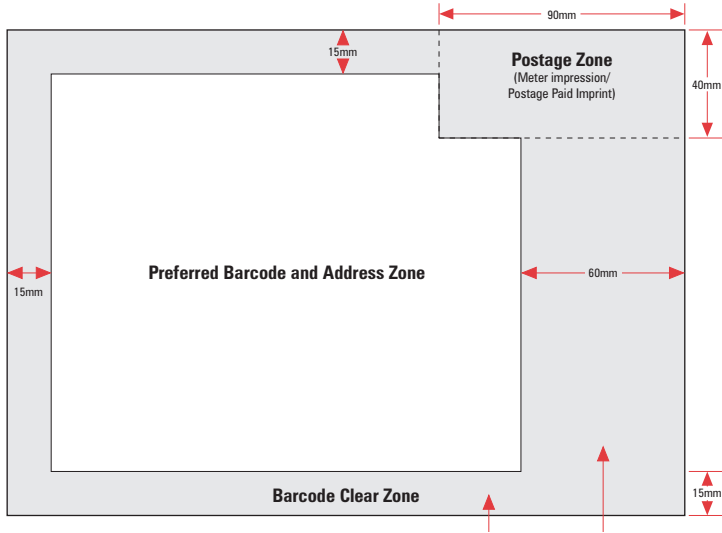
APPENDIX 5. MEDIUM LETTER AND LARGE LETTER ZONES

Large Letters

The preferred “Zones” for Medium Letters and Large Letters are indicated in the diagram below.

The preferred location for the Postage Paid Imprint is in the Postage Zone at the top right corner of the article.

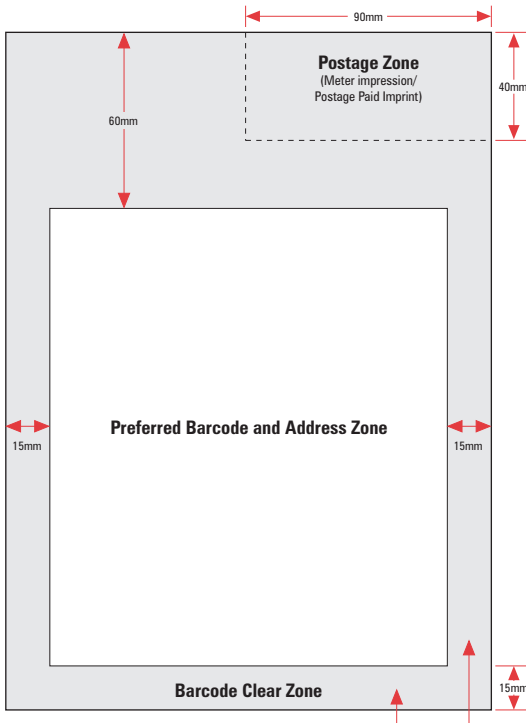
▼ Address Zone for Medium Letters and Large Letters – Landscape orientation



It is preferred that no barcode or address information is printed in the shaded areas.

Refer next page for Address Zone for Portrait orientation

▼ Address Zone for Medium Letters and Large Letters – Portrait orientation



It is preferred that no barcode or address information is printed in the shaded areas.

Barcode Zone – for Medium Letters and Large Letters

No part of the barcode can appear in the Postage Zone.

The barcode can be oriented to either portrait or landscape. It is recommended that the address and barcode are oriented in the same direction. When using window panel envelopes, it is recommended that the barcode is positioned below the address.

APPENDIX 6. ADDRESS MATCHING APPROVAL SYSTEM

A6.1 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.

The AMAS program operates on an annual cycle, which commences from the 1st of January and ends on the 31st of December each year. AMAS software vendors are required to re-apply and successfully complete the AMAS test program each year to remain approved for each AMAS cycle. A new AMAS certificate is issued with each cycle.

A6.2 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 PAF is released each quarter to approved AMAS software suppliers in accordance with the following release schedule.

PAF Version	Release to AMAS Vendor	Issue to End Users	PAF Expiry Date
VYYYY.1	15 October	30 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	30 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 will provide customers (end-users) with a minimum of one month to install the new data files and test their systems. It will not be necessary to wait until the last permissible use date before the updated release of the PAF can be used.

A6.3 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 Incremental Changes File is being made readily available through AMAS Vendors.

Record Action Codes

The PAF Incremental Changes File 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: 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 Incremental Changes File will not contain the DPID of any inserts. That is, it will 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 a customer database in order to obtain PreSort Barcode postal discounts, all addresses must be re-validated against the latest version of the PAF or processed by exception by using the PAF Incremental Changes File.

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

1. Any DPIDs contained within the PAF Incremental Changes File 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 Incremental Changes File

The PAF Incremental Changes File will be 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 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 PAF Incremental Changes File 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.

A6.4 PAF Address Amendments

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

A6.5 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 Barcode Sort Plan (subject to Barcode Direct Tray minimum qualifying volumes).

APPENDIX 7. ADDRESS MATCHING PROCESSING SUMMARY REPORT

This 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 PreSort Letters lodgements when requested to do so.

▼ AMAS Address Matching Processing Summary Report

AMAS Software Details	Database/List Owners Details
Company Name:	List Processor's Name:*
Software Name and Version:	Date List Processed:
Date Software Certified:	Processed Against PAF Version Number:
	Name of Address List:
Processing Results	
Records Matched & DPID Appended:	
Records Amended & DPID Appended:	
Records Not Matched – No DPIDs:	
Total Records:	
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 "List Processor's Name" is the name of the company/organisation assigning the DPID's via the AMAS approved software.

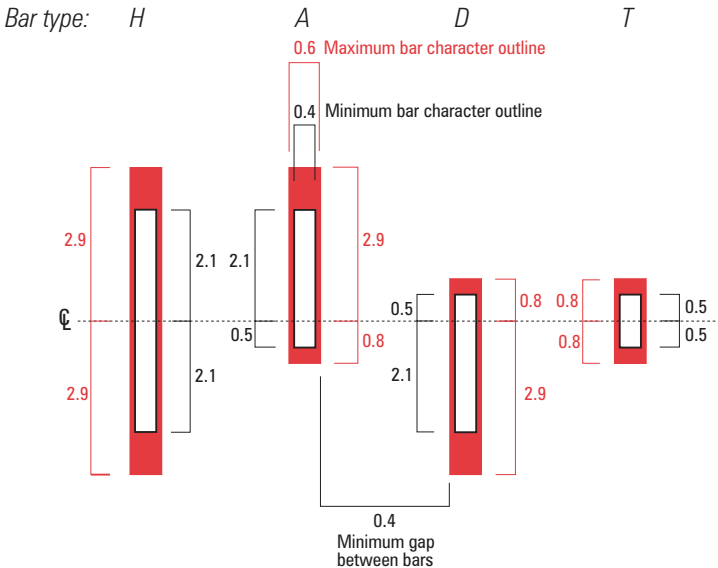
APPENDIX 8. BARCODE SPECIFICATIONS

A8.1 Dimensions

The dimensions and spacing of individual bars within a barcode are important, as any major discrepancies can cause a barcode to be invalidated by the sorting equipment. The minimum gap is the most important dimension. The Reed Solomon Error Correction Bars allow for some errors and/or erasures of the actual bars.

The diagram and table below provide the minimum and maximum dimensions allowable.

▼ *Bars and Gaps: minimum measurements in black maximum measurements in red*



Bar type	Min. Dimension (mm)	Max. Dimension (mm)
T	1.0	1.6
A	2.6	3.7
D	2.6	3.7
H	4.2	5.8
Bar gap	0.4	0.7
Bar width	0.4	0.6

A8.2 Dot matrix printing

Ideally, dot matrix printing should yield dots that touch or overlap. If not touching, the space between the dots must not exceed 0.127mm.

A8.3 Bar density

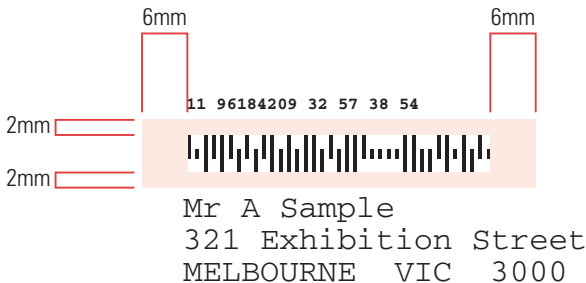
Barcodes must be printed with a bar density of 22 to 25 bars per 25.4mm.

The minimum and maximum lengths for each of the barcode formats are described in the following table.

Barcode Format	Min. Length (mm)	Max. Length (mm)
37	37.0	42.2
52	52.2	59.5
67	67.5	76.8

A8.4 Quiet Zone

Barcodes require a Quiet Zone that must be kept blank (free of printing or other distractions) immediately above, below, and to the left and right of the barcode.

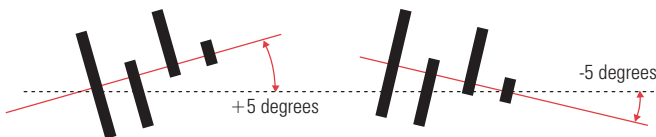


A8.5 Barcode skew

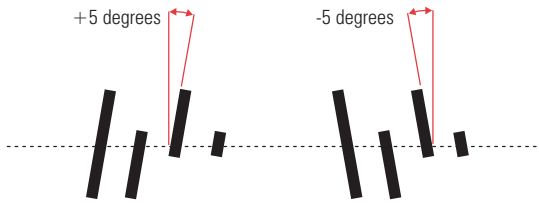
When printed, a certain amount of barcode skew is permitted, provided it is less than ± 5 degrees.

There are two types of skew;

▼ Code skew — where the barcode is skewed in relation to the bottom edge of the envelope.



▼ 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.

A8.6 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; and,
- 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 (R_b) is 25%; and,
- minimum space reflectance (R_s) is 50%;

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

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

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% when the material is backed with a black surface having a reflectance below 5%.

APPENDIX 9. TRAY LABELS

A9.1 Preprinted Tray Labels

Australia Post provides preprinted label stock at no cost. When used, preprinted labels must be completed as shown in Sections 14 to 16, including stamping each label with the name and address of the organisation making the lodgement.

Tray label versions are available for Small Trays and Large Trays – for 8 Residue destinations, 8 Unbarcoded destinations and 54 Barcode Sort Plans.

Customers can order these labels using the following approved stock order forms available from their local lodgement facility. Order forms may also be printed or downloaded from Australia Post’s website at www.auspost.com.au/traylabels and forwarded electronically to lodgement centres.

- *Customer Order For Tray Labels – Small Trays* (8838257)
- *Customer Order For Tray Labels – Large Trays* (8838258)

A9.2 Labelling Software



Australia Post offers tray labelling software to customers at no cost. Software order forms and platform requirements can be found on Australia Post’s website, or by contacting the Technical Support Centre on 03 9204 5280.

Customers may also purchase third party software to generate tray labels. These labels must conform to specifications, which are subject to periodic review. Specifications may be obtained by contacting the Technical Support Centre or by downloading documentation from Australia Post’s website at www.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.

APPENDIX 10. PRESORT LETTERS LODGEMENT DOCUMENT

▼ 8835114

PRESORT LETTERS - LODGEMENT DOCUMENT

Do not include on this form items for External Territories Lodgement. Refer to the Supplementary Statement for External Territories Form No. 8838409. ABN 28 864 970 579
IMPORTANT: See Privacy Notice on reverse side.

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 Letter prices, a minimum of 300 letters is required. These items must:

- be the same letter classification and weight range.
- be sorted into trays and correctly labelled.
- not contain a mix of payment streams, i.e. metered & postage paid imprint; and
- comply with the addressing and other conditions of the service.

Lodgements will be accepted only if official approval has been obtained from Australia Post. Refer to the PreSort Service Guide for Letters.

Name of Facility where Lodging Mail

Mailing Agent's Details (if applicable)

Contact Name Telephone Number

Business/Company Name

Customer's Details

Contact Name Telephone Number

Department/Section Fax Number

Company/Business Name

Address

Postcode

Payment/Invoice Details

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

No Yes Charge Account Number

Reference Details for Invoice

Mail Details

Type of Delivery
 Regular Off Peak (Surface only)

Do you require any special services? (e.g. Registered Post)
 No Yes

What is the **MAIN** purpose of this mailing? (Tick **one** box)

Promotional (eg. advertising offers, customer relationship material) **Transactional** (eg. statements, invoices, receipts) **Don't know**

Are these letters eligible for Charity Mail Discount?
 No Yes Charity Mail Approval No.

Letter Classification (tick one only)

Small Letters Up to 125g Up to 125g
Small Plus Letters Up to 125g Over 125g up to 250g
Medium Letters Up to 125g Over 250g up to 500g
 Over 125g up to 250g

Large Letters Up to 125g

Does this lodgement contain identical weight letters? No Yes

Breakdown of Presorting

	Number of Letters			No. of Trays
	Same State	Other State	Total	
Barcode Direct				
Barcode Residue				
Unbarcoded Residue				
Total Presort Letters				

Declaration

I hereby declare that:

- I am the customer and/or authorised agent of the customer;
- I have read and agree to the Presort Letters Terms and Conditions;
- All information contained on this document is to the best of my knowledge true and correct.
- I acknowledge that Australia Post will have accepted this lodgement for carriage only when this form is correctly receipted and stamped 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.
- Letters lodged under the Charity Mail Service contain contents originating from the approved charity.
- 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

Name (Block capitals please)

Australia Post Use Only

Received by Time

FAP220/221/225 Number Final Check Performed by

Original - Australia Post Duplicate - Customer copy 8835114 • Sep 04

APPENDIX 11. METER LODGEMENT DOCUMENT

▼ 8838236

METER LODGEMENT DOCUMENT

AUSTRALIA POST
 ABN 28 864 970 579

Privacy Notice

Your personal information is collected only to enable us to provide you with the products/services you wish us to provide. The products/services may not 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 13 18 to contact us.

Customer's Details

Business/Company Name *(Block capitals please)*

Address

Postcode

Contact Name Telephone Number

() ()

E-Mail Fax Number

() ()

Job reference/Lodgement Number

Mail Details

Letter Classification (tick one only)

Small Letters

Up to 125g

Small Plus Letters

Up to 125g

Medium Letters

Up to 125g

Over 125g up to 250g

Large Letters

Up to 125g

Over 125g up to 250g

Over 250g up to 500g

Do you require any Special Services (eg, Registered Post)?

No Yes Specify Type

What is the **MAIN** purpose of this mailing? *(Tick one box)*

Promotional (eg, advertising, offers, customer relationship material) **Transactional** (eg, statements, invoices, receipts) **Don't know**

Full Rate Lodgement

Full Rate Letters Volume

PreSort/Charity Mail Lodgement

Sort Category	Volume	Trays
Barcode Direct		
Barcode Residue		
Unbarcoded Residue		
Type of Delivery		
<input type="checkbox"/> Regular <input type="checkbox"/> Off peak		
Are these letters eligible for Charity Mail Discount?		
<input type="checkbox"/> No <input type="checkbox"/> Yes Charity Mail Approval No <input style="width: 100px;" type="text"/>		

Impact Mail Lodgement

Sort Category	Same State	Other State
Postcode Direct		
Area Tray		
Residue		
TOTAL		

Clean Mail Lodgement

Volume
Total Letters <input style="width: 100%;" type="text"/>

Declaration

I hereby declare that:

- I am the customer and/or authorised agent of the customer;
- I have read and agree to the Presort Letters or Clean Mail Terms and Conditions;
- All information contained on this document is to the best of my knowledge true and correct.
- I acknowledge that Australia Post will have accepted this lodgement for carriage only when this form is correctly receipted and stamped 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.
- Letters lodged under The Charity Mail Service contain contents originating from the approved charity.
- 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 (Applicable Presort lodgements only).

Signature *(Customer or agent)* Date / /20

Name *(Block capitals please)*

Australia Post Use Only

Received by

Name <input style="width: 90%;" type="text"/>	Signature <input style="width: 90%;" type="text"/>
---	--

Check Performed by

Name <input style="width: 90%;" type="text"/>	Signature <input style="width: 90%;" type="text"/>
---	--

• Original - Australia Post
• Duplicate - Customer copy

8838236 • Feb 08

APPENDIX 12. DESIGNATED INTERCONNECTION FACILITIES

NEW SOUTH WALES

Sydney West Letters Facility
2 Weeroona Road
STRATHFIELD NSW

Central West Mail Centre
9–11 Coventry Street
KELSO NSW

Hunter Region Mail Centre
21 Callistemon Close
WARABROOK NSW

South Coast Mail Centre
112–116 Auburn Street
WOLLONGONG NSW

New England Mail Sorting
Centre
8–12 Goonan Street
TAMWORTH NSW

Northern Rivers Mail Sorting
Centre
117 Johnson Street
CASINO NSW

Mid North Coast Mail Sorting
Centre
49–51 Nance Road
KEMPSEY NSW

Murray Region Mail Sorting
Centre
702 Catherine Crescent
LAVINGTON NSW

Riverina Mail Sorting Centre
18 Riedell Street
WAGGA WAGGA NSW

AUSTRALIAN CAPITAL TERRITORY

Canberra Mail Centre
8 Nyrang Street
FYSHWICK ACT

VICTORIA

Dandenong Letters Centre
120 Nathan Road
DANDENONG SOUTH VIC

Geelong Mail Centre
328–330 Melbourne Road
GEELONG NORTH VIC

Ballarat Mail Centre
26 Humffray Street
BALLARAT VIC

Bendigo Mail Centre
14–16 Deborah Street
QUARRY HILL VIC

Seymour Mail Centre
Redbank Road
SEYMOUR VIC

Gippsland Mail Centre
Bridle Road & Chickerell Street
MORWELL VIC

QUEENSLAND

Underwood Mail Centre Region
1677 Beenleigh Road
UNDERWOOD QLD

Northgate Mail Centre Region
129 Toombul Road
NORTHGATE QLD

Gold Coast Region
26 Crombie Avenue
BUNDALL QLD

Toowoomba Region
330 Stenner Street
TOOWOOMBA QLD

Cairns Region
171/185 McCoombe Street
BUNGALOW QLD

Townsville Region
38 Morris Street West End
TOWNSVILLE QLD

Mackay Region
344 Bridge Road
MACKAY QLD

Rockhampton Region
40 Elphinstone Street
NORTH ROCKHAMPTON QLD

Sunshine Coast Region
30–46 Perwillowen Street
NAMBOUR QLD

SOUTH AUSTRALIA

Adelaide Mail Centre
272 Gouger Street
ADELAIDE SA

WESTERN AUSTRALIA

Perth Business Centre
125 Stirling Street
PERTH WA

TASMANIA

Hobart City
57 Mornington Road
MORNINGTON TAS

Launceston Mail Centre
244 Hobart Road
YOUNGTOWN TAS

NORTHERN TERRITORY

Darwin Mail Centre
354 Stuart Highway
WINNELLIE NT

APPENDIX 13. PRESORT LETTERS TERMS AND CONDITIONS

1 Introduction

- 1.1 These special service terms and conditions are supplementary to the *Australia Post Terms and Conditions** and to the extent that any aspect of this special 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 special 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 as where expressly defined, all words and phrases used in this agreement shall have the same meaning if any, given to them in the Australian Postal Corporation Act 1989 and in the Australia Post Terms and Conditions provided, however, 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 where a word or phrase is given a particular meaning, other parts of speech and grammatical forms of that word or phrase have a corresponding meaning;
 - 2.2.2 words importing a gender include any other gender; and
 - 2.2.3 words in the singular number include the plural and words in the plural number include the singular.
- 2.3 “**agreement**” means an agreement between Australia Post and a customer pursuant to clause 1.2.
- 2.4 “**Customer**” means a person who from time to time is approved by Australia Post as a customer of the service and any permitted transferee in respect thereof;

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

- 2.5 “**Insolvency Event**” means for any corporation, the liquidation, administration, official management, compromise, arrangement, amalgamation, reconstruction, winding up or dissolution or analogous occurrence of that corporation, and for a natural person means an assignment for the benefit of creditors, an arrangement or composition with creditors, bankruptcy, incapacity to deal with one’s affairs, gaoling, death or analogous occurrence;
- 2.6 “**Letters**” means large, medium and small letters as defined in the *PreSort Service Guide* 8833700;
- 2.7 “**Mailing Conditions**” means the conditions set out in the *PreSort Service Guide* 8833700 or equivalent publication published by Australia Post from time to time;
- 2.8 “**Service**” means the PreSort Letter Service which is a special service available to customers who lodge 300 or more letters in accordance with the mailing conditions and providing the customer with reduced postage rates.

3 Rates and Charges

- 3.1 The customer shall pay to Australia Post the postal charges for the provision of the service as determined by Australia Post.
- 3.2 The charges referred to in clause 3.1 shall be payable in cash at the time of lodgment of the letters or, where the customer has entered into an agreement with Australia Post for a charge account, charged to that charge account.
- 3.3 Notwithstanding any termination of this agreement, a person shall remain liable to pay to Australia Post any charges, fees or postage due for articles carried pursuant to these terms and conditions.

4 Customers Warranty

- 4.1 The customer warrants and agrees that:
- 4.1.1 it has obtained the approval of Australia Post to use the service at the approved lodgment point/s; and
- 4.1.2 all letters comply with the requirements set out in the Mailing Conditions current as at the date of lodgment of such letters.
- 4.2 The customer shall indemnify Australia Post against any loss or damage arising from a breach of any of the warranties in clause 4.1.

5 Discretionary Carriage and Lodgment

- 5.1 Australia Post may, in its sole and absolute discretion:
- 5.1.1 refuse to carry; or
- 5.1.2 charge the customer postage at ordinary post rates in respect of letters lodged contrary to clause 4.1.

5.2 Australia Post may, in its sole and absolute discretion, direct a customer to lodge letters at any Australia Post lodgment facility.

6 No Other Service

6.1 The service cannot be used in conjunction with any other Australia Post services except as otherwise provided under a separate written agreement between a customer and Australia Post.

7 Assignment

7.1 This agreement shall not be transferred without the prior written consent of Australia Post. Any purported transfer without such consent shall be void and of no effect.

7.2 Where the customer, being a partnership, is reconstituted by the retirement or addition of partners, the reconstituted partnership is deemed to be the customer.

8 Limitation of Liability Release and Indemnity

8.1 Subject to clause 8.2 and the 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.

8.2 To the extent permissible by law, Australia Post expressly disclaims all conditions and warranties, express or implied, in respect of the service and the carriage of letters pursuant to this agreement. Where the law precludes such exclusion and implies certain conditions and warranties into this agreement, the liability of Australia Post for breach of such condition or warranty shall be limited, at the option of Australia Post, to any one or more of the following:

8.2.1 supplying the service again; or

8.2.2 payment of the cost of having the service supplied again.

8.3 The customer shall liaise 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.

9 Force Majeure

- 9.1 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 or flood, storm, tempest, power shortages or power failure, 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.

10 Merger

- 10.1 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.

11 Termination

- 11.1 Australia Post may, in its sole and absolute discretion, terminate this agreement and/or any approval granted to a customer to use the service, effective immediately, on written notice to the customer where:
- 11.1.1 the customer breaches or otherwise acts in a manner contrary to the Act, Regulations, Australia Post Terms and Conditions, Mailing Conditions or other written instructions published by Australia Post;
 - 11.1.2 the customer fails, refuses, neglects or otherwise omits to properly discharge and perform any of its obligations under this agreement;
 - 11.1.3 the customer fails, refuses, neglects or otherwise omits to remedy any breach of this agreement as and when required to do so by Australia Post; or
 - 11.1.4 an insolvency event occurs in relation to the customer.
- 11.2 Australia Post may, without cause, in its sole and absolute discretion, terminate this agreement and/or any approval granted to a customer to use the service on fourteen days written notice to the customer.

12 Variation

- 12.1 These terms and conditions may be varied or added to from time to time by Australia Post by notice in writing to the customer.

13 Notice

- 13.1 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 the appropriate State Administration at its current address.

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 of the carriage of any postal article. The Australian Postal Corporation Act 1989, the Regulations and the Australia Post Terms and Conditions and other written instructions published by Australia Post from time to time shall apply to the carriage of articles issued 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 agreement

- 16.1 Subject to clause 1.1 this agreement contains the whole of the agreement between the parties in relation the special service and any representation or warranty made by either party prior to entering into this Agreement shall have no force or effect unless otherwise stated herein.

APPENDIX 14.

GLOSSARY OF TERMS

4-State Barcode

The barcode symbology adopted by Australia Post for customer barcoding. The barcode comprises four types of bars.

Address Matching Approval System (AMAS)

An approval program developed by Australia Post that evaluates and approves software based on its ability to validate, match and append the correct DPID to each address record.

Aggregation

The merging or combining of letters from more than one source/sender into a single PreSort Letters lodgement.

Article

Any item that conforms with the dimensions required for any letter category, Small, Small Plus, Medium and Large. An article may be variously described as an envelope, postcard, self mailer etc.

Barcode Quality Program

A voluntary program designed to provide customers and vendors generating and printing barcodes the capability to measure the quality of their barcodes against the 4-State barcode specifications.

Barcode Sort Plan

List of postcode ranges that make-up the individual sort plans that comprise the Barcode Sort Plan.

Business Centre

Australia Post office designed to service the needs of large volume customers.

Charity Mail

To access Charity Mail prices, an organisation must be able to demonstrate that they have been endorsed by the Australian Taxation Office (ATO) as an income tax exempt charity (ITEC).

Correct Addressing Conditions

PreSort Letters customers have to comply with the Correct Addressing conditions as specified by Australia Post to take advantage of PreSort Letters cheaper prices.

Delivery Point Identifier (DPID)

An eight digit code assigned to each delivery point.

Direct Tray

A tray containing barcoded letters where all addresses belong to a single sort plan as defined in the Barcode Sort Plan.

Dot Matrix

A type of printer. Dot matrix is defined as coarse when the distance in the horizontal direction between the dots which constitute the characters is greater than 0.06mm.

Extended Postcode Range

A range of postcodes made available to customers receiving large volumes of mail (LVR's) and for specific purposes (eg. competitions and Post Office Box installations).

Fixed Pitch Font

A font where each character occupies the same space on a line.

Interconnect

Customers have the option to arrange their own interstate transport to interconnect with Australia Post's letters service network at designated facilities in the States of destination and benefit from the Same State prices.

Large Letters

Letters up to 500g, no larger than 360mm x 260mm and no thicker than 20mm. Rectangular in shape.

Mail Trays

Trays supplied by Australia Post which are used for the conveyance of letters.

Manifest

A report which provides a break down on letter volumes and tray usage for PreSort Letters lodgements that have not been metered.

Medium Letters

Letters up to 250g, no larger than 260mm x 180mm and no thicker than 20mm. Rectangular in shape.

Office of Lodgement

An office of lodgement is a Business Centre (BC), Mail Centre (MC), Mail Exchange (ME), Mail Sorting Centre (MSC) or a Post Office (PO).

Off Peak Indicator

This is an indicator pre-printed on a non-transparent envelope, flysheet or plastic wrapper to indicate that the transport is by surface and that letters are carried under the Off Peak service delivery timetable. This indicator must comply with specifications provided by Australia Post.

Overflow Tray

Less than full tray containing all letters remaining after the preparation of full trays for the same barcode sort plan.

Postage Meter

A device which prints a postage impression on mail.

Postage Paid Imprint

A postal imprint pre-printed on an envelope or wrapper. Note: Approval must be obtained prior to the use of a Postage Prepaid imprint.

Postal Address File (PAF)

Contains all the addresses to which Australia Post delivers and their associated unique DPID. The PAF is privacy compliant, as it contains no names – only addresses.

Postcode

A four-character number shown in each address to indicate a particular delivery destination.

PreSort Accuracy Testing Program

A voluntary program designed to test the accuracy of PreSort sortation software.

Proportional Font

A font where the spacing between characters is adjusted relative to the size of the characters.

Residue Letters

Letters not sorted to Barcode Direct Tray level.

Residue Trays

Trays of barcoded letters that are not sorted to a higher level but are grouped together according to designated residue destinations.

Single-Facing

Letters within a tray all faced the same way.

Small Letters

Letters up to 125g, no larger than 130mm x 240mm, no thicker than 5mm and no smaller than 88mm x 138mm. Oblong in shape, with the length at least 1.2 times the width.

Small Plus Letters

Letters up to 125g, no larger than 240mm x 162mm, no thicker than 5mm and no smaller than 88mm x 138mm. Oblong in shape, with the length at least 1.2 times the width.

Tray Labels

Labels of a specific format and size as approved by Australia Post. Tray labels are attached to mail trays to indicate the mail destination, PreSort category and delivery standard required.

FOR FURTHER INFORMATION:

Australia Post website

www.auspost.com.au/presort

New South Wales / ACT

Australia Post
PreSort Letters Team
5th Floor, 219–241 Cleveland Street
STRAWBERRY HILLS NSW 1420
Ph 02 9202 6092
Fax 02 9202 6060
Email: mail.presentation@auspost.com.au

South Australia / NT

Australia Post
PreSort Letters Coordination Team
GPO Box 4556
ADELAIDE SA 5001
Ph 13 11 18
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