

Clean Mail

The Clean Mail service is an option for customers who choose to undertake no sorting, but can present machine addressed Small or Small Plus letters suitable for processing by mechanised letter sorting equipment.

What qualifies for Clean Mail?

- A minimum quantity of 300 articles per lodgement.
- Each lodgement must consist of articles within the same size category.
- All articles within a lodgement must originate from the same organisation.
- All articles must be machine addressed.
- Clean Mail articles do not need to be barcoded, however, if you choose to apply barcodes they must be correct.

Supplementary services

Registered Post can be used in conjunction with the Clean Mail service.

What can be posted?

- Clean Mail is available for *Small and Small Plus* size categories.
- Articles can weigh up to 125 grams.
- Articles can be either enveloped or as postcards, however plastic wrapped articles are not accepted.
- All articles in a lodgement must be within the same size category.

	Small	Small Plus
Maximum weight	125g	125g
Minimum size	88 x 138mm	88 x 138mm
Maximum size	130 x 240mm	162 x 240mm
Maximum thickness	5mm	5mm
Shape	Oblong [†]	Oblong [†]
Common examples	DL (110 x 220mm) C6 (114 x 162mm)	C5 (162 x 229mm)

[†] Oblong: deviating from a square by being elongated in one direction. The length must be at least 1.414 times the width.

Clean Mail prices

Prices are effective from 28 June 2010 and are cents per article GST inclusive.

	Small	Small Plus
Price	51¢	80¢

Payment options

Australia Post provides a variety of payment options. For details, please discuss with your lodgement point or account manager, or call 13 11 18.

Delivery standards

Clean Mail is delivered Monday to Friday with letters and other mail.

The delivery standards for regular mail are as follows (in business days).

For delivery:	Same state	Other state
Within metropolitan areas of capital cities or within the same city or town and environs	1 day	—
Between metropolitan areas of capital cities	—	2 days
Between metropolitan areas of capital cities and country locations	2 days	3 days
Between country locations	2 days	4 days

These timetables are guidelines only and based on reasonable expectations and experience. Australia Post will not be liable for any loss or damage (including but not limited to consequential loss) resulting from a failure to deliver in accordance with these timetables.

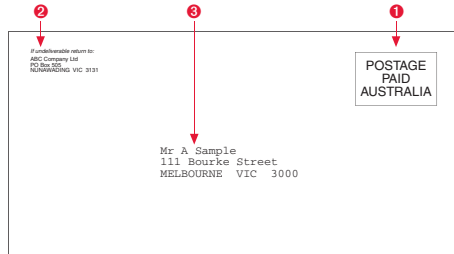
The information contained in this fact sheet is solely intended to provide a general understanding of the Clean Mail service, and does not constitute the actual terms and conditions governing the service. The actual terms and conditions are set out in the *Clean Mail service guide* - 8838878 which is available on request.

Fact Sheet – Clean Mail

Correct addressing requirements

Articles need the addressed side to be printed with:

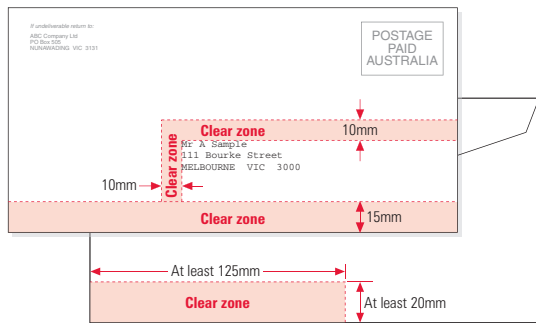
- 1 the Postage Paid Imprint (unless a postage meter is used)
- 2 the return address, here or on the back
- 3 a delivery address that observes the correct addressing conditions.



Adding logos, advertising and other printing

In order to access the Clean Mail service, articles must follow the requirements for clear zones on the front and back of articles.

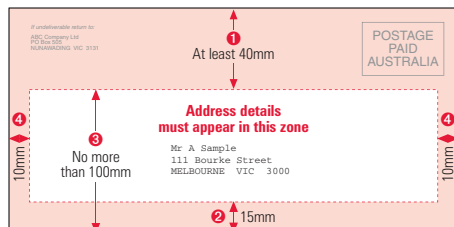
Any colour within a clear zone must approximate one of the 78 approved PMS colours as detailed in section 2.8 of the *Clean Mail service guide*.



Address location

The complete address must be positioned in the delivery address zone of the article:

- 1 at least 40mm from the top edge of the article
- 2 at least 15mm from the bottom edge of the article
- 3 no more than 100mm up from the bottom edge of the article
- 4 at least 10mm from the left and right edges of the article.



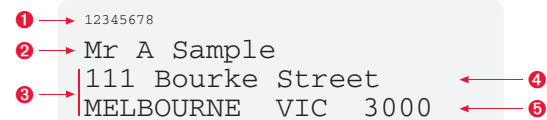
Address layout

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

- 1 **Non-address information:** Australia Post recommends that information such as customer reference codes, be printed above the address.
- 2 **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.
- 3 **Second last and bottom lines** – Must be aligned left.
- 4 **Second last line** – Must contain the number and name of the street or thoroughfare or post office box or bag number.
- 5 **Bottom line** – Must contain in the following order: the locality, the state or territory abbreviation and finally the postcode.

This line is to be printed in CAPITALS with no punctuation and no underlining. Leave one or two spaces only between the locality, state or territory abbreviation and the postcode.

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



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

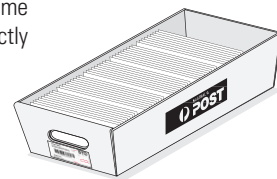
If using window panel envelopes, the entire address block must be clearly visible through the window panel when the article is presented for lodgement.

The address must be parallel to the long side of the article.

Lodgement

Articles do not need to be sorted.

Simply face them all in the same direction and place into correctly labelled Australia Post letter trays, with the address sides facing the tray label end. Both trays and labels can be supplied by Australia Post.



If there are 2,000 or more articles it is preferred that you separate them into trays for delivery to each of the eight designated states and territories: NSW, ACT, VIC, QLD, SA, WA, TAS and NT.

You need to provide a *Clean Mail Lodgement Document* (8838879) when lodging articles.