

Impact Mail

Impact Mail gives you the creative freedom to think outside the traditional envelope format. There is virtually no restriction on the shape you send, so the only limit is your imagination.

Shape

Impact Mail articles must be non-rectangular in shape, and fit within the size specifications listed below. You can experiment with shapes, die-cuts, folds – you name it, you can send it with Impact Mail.

Some shapes are more susceptible to damage than others. Some examples of shapes that are not recommended are:

- long 'tails' (likely to bend or break off during mail carriage)
- shapes that are likely to become entangled with other mail articles
- shapes with sharp and/or pointed edges that could cause injury to people or damage to other postal articles
- shapes that have insufficient area to clearly show the address, return address and Postage Paid imprint, or to affix a redirection or return-to-sender sticker.

▼ Some suitable shapes for Impact Mail



▼ Some shapes not recommended for Impact Mail



Not recommended because the long legs are likely to bend or break off during mail carriage.

Not recommended because the shape is likely to become entangled with other mail articles.

Not recommended because there is insufficient area to clearly show the address, return address and Postage Paid Imprint, or to affix a redirection or Return-To-Sender sticker.



Materials

The construction of Impact Mail articles is not limited to paper based stock. Articles can be made from a range of non-paper materials such as rubber, plastic, vinyl, leather or wood.



If using a material other than paper stock, the article must be submitted to Australia Post for testing:

Australia Post
Business Letter Services
GPO Box 1777
MELBOURNE VIC 3001

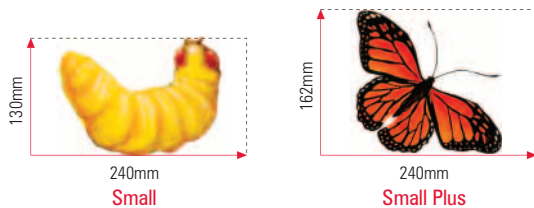
Fact Sheet – Impact Mail

Size and dimensions

There are two size categories for articles in the Impact Mail service: *Small* and *Small Plus*.

To qualify for either size category the article must be completely within the following dimensions:

	Small	Small Plus
Max. weight	125g	125g
Min. size	88 x 138mm	—
Max. size	130 x 240mm	162 x 240mm
Max. thickness	5mm	5mm



Lodgement requirements

The minimum lodgement quantity required to access the Impact Mail service is **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.

Sort categories

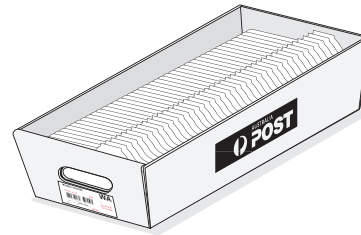
The prices for Impact Mail articles vary by size category, the sort category and the destination state.

The minimum total quantity per lodgement is **300 articles**. These can be sorted to three categories in the Impact Mail service:

Sort category	Description
Residue	A tray of articles that are sorted in postcode ascending order. This is the highest price.
Area tray	A tray containing a minimum of 200 articles in postcode ascending order, all for delivery to postcodes serviced by the same PreSort indicator on the Impact Mail Sort Plan. This is the medium price.
Postcode Direct	A tray containing a minimum of 200 articles to a single postcode. This is the lowest price.

Presentation

All Impact Mail articles are to be presented in small letter trays with the correct Impact Mail tray label attached.



Impact Mail lodgements in excess of 10,000 articles must be supported by an Impact Mail Supporting Document that lists the number of articles for each sort category, and then by each state/PreSort Indicator/postcode according to the sort category. A sample supporting document is available at auspost.com.au/impactmail

Lodgement

Impact Mail articles may be lodged at any approved outlet using the *Impact Mail Lodgement Document* (8839151).

Delivery

Impact Mail is delivered Monday to Friday, with letters and other mail. Impact Mail articles will take between 1–5 days to arrive at their delivery point, depending on its distance from the point of lodgement.

Impact Mail prices

Size category	Postcode Direct tray		Area tray		Residue	
	Same state	Other state	Same state	Other state	Same state	Other state
Small	64¢	65¢	68¢	69¢	74¢	75¢
Small Plus	90¢	91¢	95¢	96¢	105¢	106¢

All prices effective from 28 June 2010 and are in cents per article. All prices are GST inclusive.

Payment

Payment for Impact Mail postage can be made using an Australia Post Credit Account, bank draft or bank cheque, EFTPOS or credit card (a limit of \$1,000 per day applies) or postage meter. Only one payment method can be used per lodgement.

Need to know more?

More detailed information is available in the *Impact Mail service guide* (8839152), which can be downloaded from the Australia Post website auspost.com.au/impactmail and is also available at any Australia Post outlet, or by calling 13 11 18.