

PreSort Letters

The following guide provides details of the conditions for access to the PreSort Letters service.

What is PreSort Letters?

The PreSort Letters service is available for customers who post 300 or more barcoded articles of the same size category, weight step and delivery standard.

The service offers reduced prices to those customers who can sort articles 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.

Features of PreSort Letters

Delivery standards

Two delivery standards are available:

- Regular delivery – normal letter delivery standards apply.
- Surface Mail (formerly Off Peak) delivery – is based on surface / road transport and provides delivery within a two day window.

Interconnect option

Customers have the option to arrange their own transport to interconnect with Australia Post's letters service network at *designated facilities* interstate and benefit from cheaper same state prices.

How do I access the PreSort Letters service?

Customers intending to lodge PreSort Letters need to apply to use the service before they make their initial lodgement so that lodgement facilities can be nominated. The *PreSort Letter Service Application* (8835117) is available at all postal outlets and should be presented to the mail centre or business centre where lodgements will be made.

On approval, customers can commence lodging their PreSort Letters, using the *PreSort Letters Lodgement Document* (8835114).

The information contained in this fact sheet is solely intended to provide a general understanding of the PreSort Letters service, and does not constitute the actual terms and conditions governing the service. The actual terms and conditions are set out in the *PreSort Letters service guide - 8833700* which is available on request.

PreSort Letters size categories

Four size categories are eligible for PreSort Letters.

	Small	Small Plus	Medium	Large
Max. weight	125g	125g	250g	500g
Min. size	88 x 138mm	88 x 138mm	—	—
Max. size	130 x 240mm	162 x 240mm	180 x 260mm	260 x 360mm
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)	B6/C4 (125 x 324mm) C4 (229 x 324mm) B4 (250 x 353mm)

[†] It is preferred that the length is at least 1.2 times the width.

* A square is an equilateral rectangle.

PreSort Letters prices

The prices for PreSort Letters articles vary by size and weight category, the sort category, the destination state and the delivery standard.

Size category	Weight up to	Regular delivery			Surface Mail delivery				
		Same state	Other state	Unbar-coded trays	Direct trays	Resi-due trays	Unbar-coded trays		
								Direct trays	Resi-due trays
PreSort Letters									
Small	125g	45.7	47.3	50.6	53.5	41.9	43.0	50.6	53.5
Small Plus	125g	57.8	60.5	68.8	84.0	54.0	56.2	68.8	84.0
Medium	125g	73.2	77.6	86.9	101.8	68.3	71.6	86.9	101.8
	250g	95.2	104.0	114.4	128.7	88.7	93.1	114.4	128.7
Large	125g	85.3	89.7	101.8	106.2	80.4	83.7	101.8	106.2
	250g	118.3	127.1	140.3	151.3	109.0	115.6	140.3	151.3
	500g	162.3	175.5	184.3	206.3	137.6	146.4	184.3	206.3

PreSort Letters eligible for the Charity Mail service

Small	125g	40.2	41.8	45.1	53.5	35.9	37.0	42.9	53.5
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Prices effective from 4 July 2011 and are in cents per article GST inclusive.

PreSort sort categories

Categories	Summary
Direct trays	Trays containing articles where all addresses belong to a single sort plan number (postcode range) as defined in the barcode sort plan.
Residue trays	Trays containing articles that are not sorted to the BSP.
Unbarcoded trays	Trays containing unbarcoded articles that are eligible for access to Unbarcoded PreSort pricing.

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Unbarcoded PreSort Letters

Customers have an option to lodge barcoded and unbarcoded PreSort Letters together as a single lodgement using the same lodgement documentation.

AMAS processing

It is a requirement of the PreSort Letters service that barcoding is attempted for all articles in the lodgement, using current AMAS software (Address Matching Approval System) to assign DPID (Delivery Point Identifier) barcodes.

Quantity of unbarcoded articles

There is no restriction on the quantity of unbarcoded articles that may be included as part of a PreSort Letters lodgement.

Addressing conditions

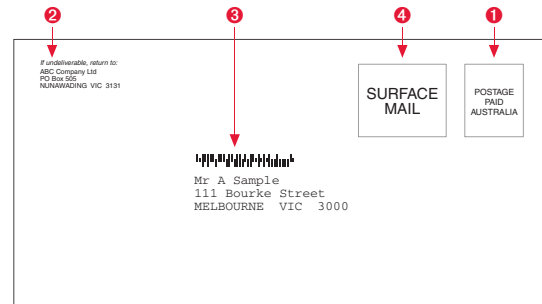
Identical conditions apply for barcoded and unbarcoded articles in a PreSort Letters lodgement.

Correct addressing

All articles are subject to mandatory correct addressing requirements. Non-compliance may result in the application of full rate or Clean Mail prices.

Articles need the addressed side to be printed with:

- 1 the Postage Paid Imprint (unless a postage meter is used)
- 2 the return address, preferred here or on the back
- 3 a barcode, and a delivery address that observes correct addressing conditions
- 4 the Surface Mail Indicator (if the Surface Mail delivery standard is selected).

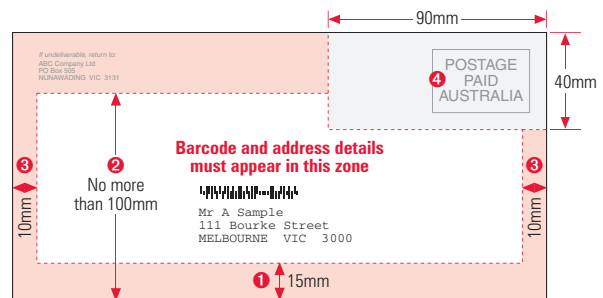


Small and Small Plus article zones

The "zones" on the article, as indicated at right, must be observed at all times.

The complete barcode and address must be positioned:

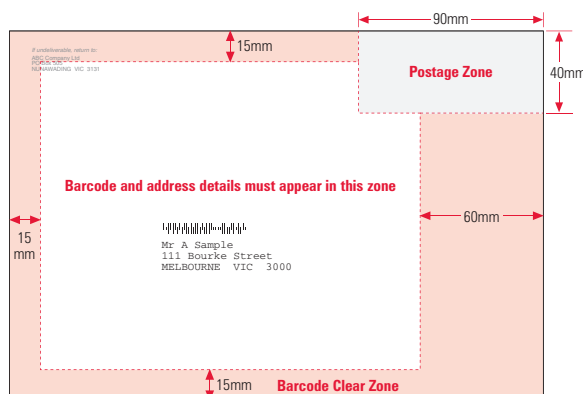
- 1 at least 15mm from the bottom edge of the article
- 2 no more than 100mm up from the bottom edge of the article
- 3 at least 10mm from the left and right edges of the article
- 4 outside of the postage zone.



Medium article and large article zones

The "zones" for medium articles and large articles are indicated in the diagrams below.

Medium and Large articles (landscape layout)



Medium and Large articles (portrait layout)

