

# Print Post

Print Post is an Australia Post service for the delivery of approved periodical publications to addresses within Australia.

### Why use Print Post?

With Print Post, you can:

- lodge bulk mailings of 100 or more articles
- maximise the space available for creative artwork
- choose to include special offers with your publications
- have undeliverable articles returned
- access lower prices for sorting your articles
- use the Reply Paid and Registered Post services in conjunction with Print Post.

In addition, the Print Post service also:

- has access to private box addresses
- has access to the Redirection service
- allows a postage meter to be used as a payment method
- provides a national delivery service
- has delivery with daily normal mail by the same professional delivery officers.

### What qualifies for Print Post?

Print Post articles can be enveloped or plastic wrapped.

The address can be pre-printed onto a flysheet inside the plastic wrapping. Additionally, Print Post articles have some specific requirements, including:

- be approved by Australia Post for carriage by Print Post, and issued with a Print Post Publication Number
- consist of printed matter
- be a continuing periodical with a fixed title
- be issued at least twice per year
- *NOT be of itself, or contain, a letter, carriage of which is reserved to Australia Post by the Australian Postal Corporation Act 1989*
- comply with the conditions in the *Print Post service guide*.

Each copy of a particular issue must be identical, except for permitted personalisation and that copies to be delivered to different states or regions may have different advertising content.

Supplements may be included with copies of an issue including samples of goods as long as the above conditions apply and the publication is not being used as a means of delivering goods on a commercial or regular basis.



### How to apply

You need to apply to use the service by completing a *Print Post Publication Number Application form* (8835284). This form is submitted along with a sample of your publication for approval.

Application forms may be obtained and lodged at most Australia Post retail outlets, business centres and mail centres. Alternatively, they can be downloaded from the Australia Post website at [auspost.com.au/printpost](http://auspost.com.au/printpost)

Customers in all states except NSW/ACT can forward completed application forms to:  
GPO Box 9911 In Your Capital City.

NSW/ACT customers can send completed application forms to:

Postal Service, Level 5 219–241 Cleveland Street  
STRAWBERRY HILLS NSW 1420.

Approval is free and you will be given a Print Post publication number and be assigned a lodgement point to lodge your articles.

### How can I pay for Print Post?

- Australia Post Business Credit Account
- by postage meter.

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

# Fact Sheet – Print Post

## Print Post prices

Prices effective from 1 April 2011 and are cents per article GST inclusive.

Size category	Weight up to	Large Postcode Direct				Small Postcode Direct				Residue			
		Local Sort Division	Same state		Other state		Local Sort Division	Same state		Other state			
			Metro	Country	Metro	Country		Metro	Country	Metro	Country	Same state	Other state
Small	250g	43.0	43.5	44.5	45.5	46.5	45.0	45.5	46.5	47.5	48.5	52.0	54.5
Large	50g	49.0	50.0	54.0	57.0	63.5	52.0	53.0	57.0	60.5	67.0	62.0	74.0
	125g	55.0	59.0	67.0	74.0	83.0	59.0	63.0	71.0	80.0	89.0	76.0	96.0
	175g	63.0	70.0	82.0	95.0	109.0	68.0	75.0	87.0	104.0	118.0	92.0	125.0
	250g	70.0	78.0	90.0	105.0	119.5	76.0	84.0	96.0	114.5	129.0	101.0	136.0
	300g	76.0	88.0	100.0	118.0	133.0	82.0	94.0	106.0	128.0	143.0	111.0	150.0
	350g	81.0	94.0	106.0	129.0	144.5	87.0	100.0	112.0	139.5	155.0	117.0	162.0
	400g	86.0	100.0	112.0	139.0	155.0	93.0	107.0	119.0	150.0	166.0	124.0	173.0
	450g	91.0	107.0	119.0	152.0	168.5	99.0	115.0	127.0	163.5	180.0	132.0	187.0
	500g	96.0	114.0	126.0	159.0	176.0	105.0	123.0	135.0	171.0	188.0	140.0	195.0
	550g	190.0	197.0	222.0	267.0	297.0	201.0	208.0	233.0	282.0	312.0	243.0	327.0
	600g	198.5	205.5	235.5	275.5	310.5	209.5	216.5	246.5	292.5	327.5	256.5	345.5
	650g	207.0	214.0	244.0	284.0	319.0	218.0	225.0	255.0	301.0	336.0	265.0	354.0
	700g	215.5	222.5	252.5	292.5	327.5	226.5	233.5	263.5	309.5	344.5	273.5	362.5
	750g	224.0	231.0	261.0	301.0	336.0	235.0	242.0	272.0	318.0	353.0	282.0	371.0
	800g	232.5	239.5	269.5	309.5	344.5	243.5	250.5	280.5	326.5	361.5	290.5	379.5
850g	241.0	248.0	278.0	318.0	355.0	252.0	259.0	289.0	336.0	373.0	299.0	393.0	
900g	249.5	256.5	286.5	326.5	366.5	260.5	267.5	297.5	344.5	384.5	307.5	404.5	
950g	258.0	265.0	295.0	335.0	375.0	269.0	276.0	306.0	353.0	393.0	316.0	413.0	
1kg	266.5	273.5	303.5	343.5	383.5	277.5	284.5	314.5	361.5	401.5	324.5	421.5	

## Sort categories

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

Sort category	Description	Number of articles to qualify <sup>1</sup>
Large Postcode Direct	Trays or bundles of articles addressed to one postcode or CBD Sort Division	<ul style="list-style-type: none"> <li>Small articles .....300</li> <li>Large articles:                             <ul style="list-style-type: none"> <li>- up to 50g.....100</li> <li>- over 50g up to 250g...50</li> <li>- over 250g up to 350g..25</li> <li>- over 350g up to 500g..12</li> <li>- over 500g.....10</li> </ul> </li> </ul>
Small Postcode Direct	A bundle of articles addressed to one postcode or CBD Sort Division	<ul style="list-style-type: none"> <li>Small articles .....20</li> <li>Large articles:                             <ul style="list-style-type: none"> <li>- up to 250g.....15</li> <li>- over 250g up to 500g..10</li> <li>- over 500g.....5</li> </ul> </li> </ul>
Residue	Articles that are not sorted to a higher level	No minimum <sup>1</sup>

When sorting your articles, special attention needs to be given to those articles that are in the pricing zones of:

- Lodged at a mail centre for delivery within its Local Sort Division
- Same State Metro, or • Same State Country
- Other State Metro, or • Other State Country

To be eligible for the lower prices these articles need to be separated.

<sup>1</sup> Minimum of 100 articles for the total Print Post lodgement.

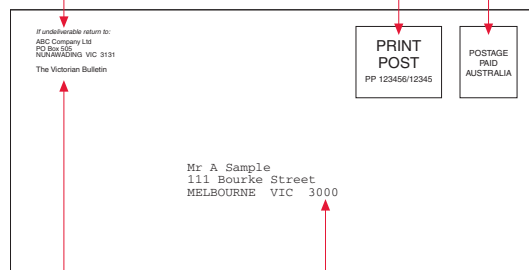
## Envelopes or wrappers

### Envelope/address sheet layout

The Australian return address including organisation name and the postcode is mandatory

Print Post Imprint with Publication Number

Postage Paid Imprint



The title of the publication is optional

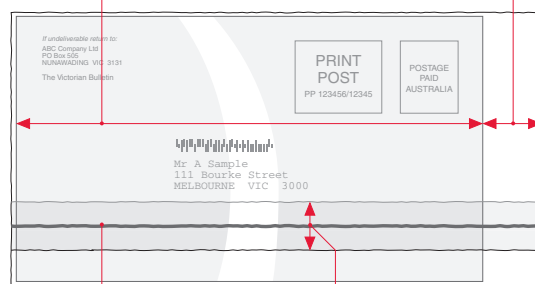
Use the postcode in all addresses

### Plastic wrapping layout

Plastic wrapped Print Post articles are measured on the size of the contents, not the total plastic size

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

- 35mm for articles up to 10mm thick, or
- 60mm for articles over 10mm thick



The sealing seam (weld) must not intersect the address block (or barcode if present) either horizontally or vertically

The hem (overlapping plastic area) must not intersect the address block (or barcode if present) either horizontally or vertically

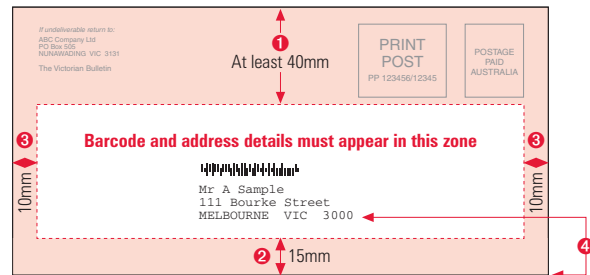
# Fact Sheet – Print Post

## Small article zones

The “zones” on the article, as indicated at right, must be observed for residue and CBD sort division articles to avoid incurring a price surcharge.

The complete delivery address (and barcode if present) must be positioned in the barcode and 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 at least 10mm from the left and right edges of the article
- 4 parallel with the long edge of the article.



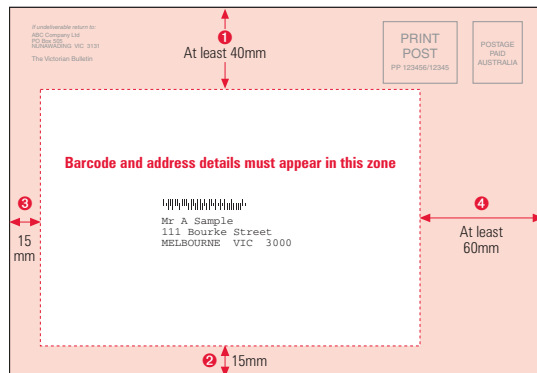
## Large article zones

The “zones” for landscape and portrait layout large articles, as indicated in the following diagrams, must be observed for residue and CBD sort division articles to avoid incurring a price surcharge.

### Large articles (landscape layout)

The complete delivery address (and barcode if present) must be positioned in the barcode and delivery address zone of the article:

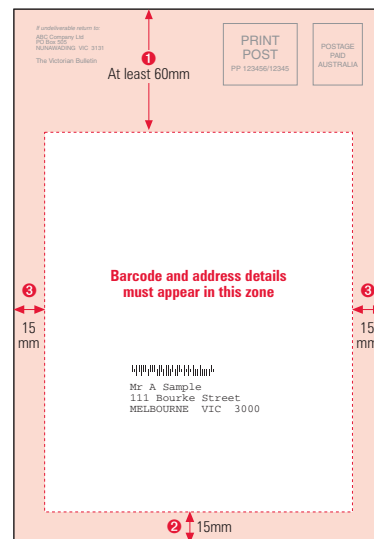
- 1 at least 40mm from the top edge of the article
- 2 at least 15mm from the bottom edge of the article
- 3 at least 15mm from the left edge of the article
- 4 at least 60mm from the right edge of the article.



### Large articles (portrait layout)

The complete delivery address (and barcode if present) must be positioned in the barcode and 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 at least 15mm from the left edge of the article
- 4 at least 60mm from the right edge of the article.



## Testing

If you are concerned that your articles may not satisfy all service requirements you can request a preliminary test prior to lodgement. Requests for testing should be directed to:

**BQPHelp@auspost.com.au**

Australia Post  
Business Letter Services  
GPO Box 1777  
MELBOURNE VIC 3001

## Want to know more?

The information in this Fact Sheet is a summary only.

If you would like more information about Print Post or other Australia Post products and services, please call 13 11 18.

Alternatively, refer to the *Print Post service guide* (8834059), visit our website – [auspost.com.au/printpost](http://auspost.com.au/printpost) or ask the friendly staff at your local Australia Post outlet.