



Print Post

Service guide – 6 July 2026



Australia Post

Contents

1.	Print Post	4
1.1	What is Print Post and what qualifies? Personalisation; Supplements and samples; Print Post Direct Bag International	4
1.2	How to apply Print Post publication number	5
1.3	Article sizes, weights and types	6
1.4	Delivery speed	7
1.5	Pricing and payment Conditions for same state prices; Returned mail/undeliverable articles; Letters Lodgement Correction Fee	7
1.6	Print Post Terms and Conditions	8
2.	Print Post preparation	9
2.1	Article characteristics Personalisation; Publication inscriptions; Size and weight; Article types; Paper stock; Plastic wrap; Sealing articles; Article flexibility and spine	9
2.2	Article layout and zones	15
2.3	Return address zone Return address layout	16
2.4	Postage zone Postage Paid Imprint; Personalised Postage Paid Imprint; Postage meter mark; Print Post Imprint, including publication number; Colour of postage zone inscriptions	17
2.5	Barcode and delivery address zone Small articles; Large articles (landscape layout); Large articles (portrait layout); Correct addressing; Address fonts and colours	20
2.6	Barcoding Address Matching Approval System (AMAS) Certified barcode software; Postal Address File (PAF); PAF Incremental Changes File	24
2.7	Printing the barcode Location; Clear zone; Length; Bar dimensions; Barcode skew; Reflectance; Customer appended information in barcodes; Barcode Quality Program	27
2.8	Adding logos, advertising and other printing	31
2.9	Testing	31
3.	Print Post lodgement	33
3.1	Sort categories Same state/other state pricing eligibility; Print Post Sort Plan	33
3.2	Preparation of letter trays Overflow trays; State separation of Residue trays; Preparing a small volume lodgement	35
3.3	Tray labels Preprinted tray labels; Print on Demand labelling software; How to affix tray labels to letter trays	37
3.4	Lodgement of articles Lodgement documents; AMAS Address Matching Processing Summary Report; Print Post Manifest; Where and when to lodge; Lodgement in ULDs	39
3.5	Non-compliance	42

4.	Large volume lodgements (including linehaul)	44
4.1	Advance notification of large lodgements	44
4.2	ULD sorting	44
	Consolidation	
4.3	Arranging articles into ULDs	47
	Bundling and brick-stacking of articles in ULDs; Separation of bundles for sort divisions; Preparation of Residue in ULDs	
4.4	ULD labelling and Manifest	50
4.5	Linehaul	52
	ULD linehaul documentation; Preparing a ULD for interstate linehaul; Consolidation and linehaul	
	For more information	back

1. Print Post

1.1 What is Print Post and what qualifies?

Print Post is an Australia Post service for the delivery of approved periodical publications along with promotional letters or supplements to addresses within Australia.

Print Post is used by small associations for the delivery of newsletters and special interest publications, through to organisations that distribute large circulation magazines, newspapers and catalogues.

The publication must:

- 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 and distributed at least twice per year.

With Print Post, you can:

- have undeliverable articles returned
- use the Reply Paid service in conjunction with Print Post
- access Post Office Box addresses and the Redirection service.

To qualify:

- the minimum quantity is 100 or more articles
- the maximum weight for articles is 1kg
- articles can be barcoded and sorted for lower postage rates
- all articles in a lodgement must be within the same size and weight category
- all publications in a lodgement must be the same title and issue.

1.1.1 Personalisation

Include personalised promotional messaging to obtain greater response and re-subscription rates from your publications. Promotional messages may be included:

- as a letter or insert
- directly in the publication
- on the address flysheet.

See section 2.1.1.



1.1.2 Supplements and samples

Supplements may be included with copies of an issue, provided that each supplement is a permissible promotional communication. A complete list of promotional communication types that can be sent is at auspost.com.au/printpost.

Samples of goods may also be included with copies of an issue, as long as the publication is not being used as a means of delivering goods on a commercial or regular basis (where 'goods' means property or possessions, saleable commodities, merchandise, items of merchandise or wares, including a sample).

1.1.3 Print Post Direct Bag International

If you have international subscriptions, you can send them using the Print Post Direct Bag International service. For more information, discuss with your Australia Post account manager, or the contacts detailed at the back of this guide.

1.2 How to apply

You need to apply to use the service before preparing and lodging your articles, using a *Print Post publication number application* form (8835284), available at auspost.com.au/printpost.

Either the publisher or distributor may apply and be responsible for meeting the terms and conditions applicable to the use of the service. See section 1.6.

This form is to be submitted along with a sample of the publication for approval prior to lodgement. If an issue of the publication already exists, a copy of the latest issue is to be submitted with the application. Otherwise, a proof or copy of the first issue is to be forwarded to the approving office as soon as it is available, prior to lodgement.

Forward completed application form and publication sample to the Print Post Coordinator detailed at the back of this guide, email: printpostapplications@auspost.com.au.

Approval is free and you will be assigned a unique Print Post publication number.

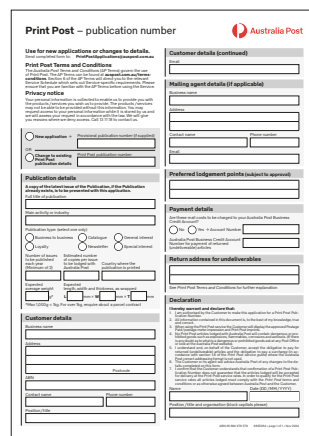
1.2.1 Print Post publication number

Upon approval of your completed application form, Australia Post will issue a *Print Post publication number*.

Once granted, approval is on-going and does not need periodical renewal, however if a Print Post number is unused for a 12 month period it may be cancelled by Australia Post.

Complete a new application form if the information provided in the first application changes, for example if the publication is transferred to a new publisher.

Note: A single Print Post number will be assigned to any national publication published by one publisher. This is regardless of whether the publication is lodged at multiple lodgement facilities or under multiple accounts.

The image shows a sample of the 'Print Post - publication number' application form. The form is titled 'Print Post - publication number' and features the Australia Post logo. It is divided into several sections: 'Use for new applications or changes to details', 'Print Post Terms and Conditions', 'Privacy notice', 'New application / Change to existing publication', 'Publisher details', 'Customer details', 'Payment details', 'Performance for subscribers', and 'Declaration'. The form includes various input fields for text, checkboxes for 'New application' or 'Change to existing publication', and radio buttons for 'Publisher' or 'Distributor'. It also has a section for 'Customer details' with fields for name, address, and phone number. The 'Declaration' section contains a statement of truth and a signature line. The form is numbered 8835284 and includes a date of issue: 2016-03-01.

1.3 Article sizes, weights and types

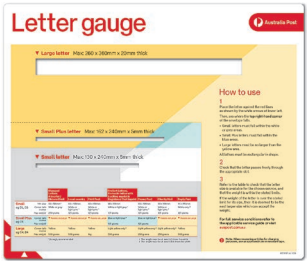
Articles can weigh up to 1kg.

Attribute	Small	Large
Maximum weight	125g	1kg Pricing applies in 13 weight steps of: Up to 125g, 175g, 250g, 300g, 350g, 400g, 450g, 500g, 600g, 700g, 800g, 900g and 1kg
Minimum size	88 × 138mm	Must not be a <i>Small</i> article
Maximum size	130 × 240mm	260 × 360mm
Maximum thickness	5mm	20mm
Shape	Rectangular [†]	Rectangular
Common examples	DL (110 × 220mm) C6 (114 × 162mm) DLE (114 × 225mm) DLX (120 × 235mm)	C5 (162 × 229mm) B5 (176 × 250mm) B6/C4 (125 × 324mm) C4 (229 × 324mm) B4 (250 × 353mm)

[†] The length must be at least 1.2 times the width.

Articles can be either enveloped or plastic wrapped. Excess plastic wrapping is *not included* when measuring plastic wrapped Print Post articles.

You can obtain a convenient *Letter gauge* (8833667) from your lodgement facility to assist in measuring articles.



1.4 Delivery speed

Two delivery timetables (in business days) are available: Priority and Regular:

For delivery:	Priority delivery		Regular delivery	
	Same state	Other state	Same state	Other state
Within metropolitan areas of capital cities or within the same city or town and environs	2 days	—	4–5 days	—
Between metropolitan areas of capital cities	—	3–8 days	—	3–10 days
Between metropolitan areas of capital cities and country locations	3–5+ days	5–11+ days	4–6 days	6–11+ days
Between country locations	3–5+ days	6–11+ days	5–7+ days	6–13+ days

Articles for different delivery timetables must be lodged in separate trays.

Detailed Priority and Regular delivery timetables are at auspost.com.au/printpost.

These timetables are guidelines only and based on reasonable expectations and experience and do not include External Territories and remote areas¹.

1.5 Pricing and payment

Current pricing is listed in the *Post charges* booklet (8833665), which can be downloaded from auspost.com.au.

Prices for Print Post articles vary by size and weight category, the sort category and the delivery timetable. See section 3.1 for details on the sort categories.

You can pay for Print Post using an Australia Post business credit account, a postage meter, cash, debit card or credit card.

1.5.1 Conditions for same state prices

Articles attract same state prices when lodged within the same state as the delivery address (as defined in the Print Post Sort Plan).

For charging purposes, the Australian Capital Territory is considered to be part of New South Wales, and South Australia does not include the Northern Territory.

1.5.2 Returned mail/undeliverable articles

Each undeliverable article is returned to the nominated return address on the article by ordinary post.

The nominated return address must indicate the name of the Australian person or organisation responsible for accepting undeliverable articles and the charges they have incurred and is required to be shown on each article within a lodgement – see section 2.3. Either a street address or a Post Office Box address is acceptable.

¹ External Territories: Lord Howe Island 2898, Norfolk Island 2899, Christmas Island 6798, Cocos (Keeling) Islands 6799 and Australian Antarctic Territories 7151. 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 cost of return postage is assessed at the ordinary post price:

- for small articles – the published Ordinary Small Letter prices will apply
- for large articles up to 500g – the published Ordinary Large Letter prices for a given weight will apply
- for articles over 500g – the published Basic Charge (same state) for Regular Parcels over 500g will apply.

1.5.3 Letters Lodgement Correction Fee

A fee will be charged when articles are:

- lodged without a mailing statement or other required lodgement documentation
- lodged with an incorrect mailing statement or lodgement document
- incorrectly prepared or presented according to the service guidelines.

For more information go to **auspost.com.au/fees-and-charges-explained**.

1.6 Print Post Terms and Conditions

The Australia Post Terms and Conditions (**AP Terms**) govern the use of Print Post. The AP Terms can be found at **auspost.com.au/terms-conditions**. Section 6 of the AP Terms contains the Service Schedules with the relevant terms and conditions for each of the bulk mail services. Please ensure that you are familiar with the AP Terms before using the Service.

2. Print Post preparation

2.1 Article characteristics

2.1.1 Personalisation

A Print Post approved publication can be personalised and may include or be accompanied by a supplement, including a promotional letter, subject to meeting criteria set out in the *Print Post permitted communication types table*, found at auspost.com.au/printpost.

Personalisation allows the freedom to include a number of personalised messaging solutions, including:

- a separate personalised letter
- personalised flysheets
- customised messages and imagery on the publication cover
- personalised editorial and content inside the publication.

Personalised communications, with the exception of permitted subscription communications, must be promotional only in nature and must accompany or be a part of an approved publication.

For more detailed information and examples of promotional communications please refer to the *Print Post permitted communication types table* which can be found at auspost.com.au/printpost.



2.1.2 Publication inscriptions

Each copy of an issue needs to have:

- ❶ **the title of the publication** – printed on the front or back cover
- ❷ **the date of issue and/or series information** – printed in or on the copy, indicating how the issue is placed in the series of issues making up the periodical publication:
 - The series information may be, for example, “Vol. 1 Issue 2”, or
 - The date of the issue may be in the format DD/MM/YYYY or Season YYYY, for example, “05/06/2021” or “Winter 2021”.



2.1.3 Size and weight

The size categories eligible for the Print Post service are *Small* and *Large*. See section 1.3 for details.

All articles in a lodgement must be within the same size category and weight category.

Excess plastic wrapping is *not included* when measuring plastic wrapped Print Post articles.

2.1.4 Article types

Print Post articles can either be enclosed in an envelope or plastic wrap.

Alternate packaging and unenclosed or unwrapped articles require specific permission from Australia Post prior to lodgement. See section 2.9 Testing.

Window faced envelopes

One of the main requirements of panel envelopes is that they have good clear panels.

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

If the articles are barcoded, the address area visible through the window panel must meet the reflectance requirements. See section 2.7.6 Reflectance.

Open window panels are not permitted.

The recommended minimum size for window panels is:

- 38mm high × 95mm wide, for Small size articles
- 45mm high × 95mm wide, for Large size articles.

The entire address block (including barcode if present), must be clearly visible through the window panel when the article is presented for lodgement. Please ensure they remain visible irrespective of insert movement.



2.1.5 Paper stock

Paper stock is important as it can affect the ability of letter sorting equipment to process articles.

Australia Post recommends that envelopes and cards comply with Australian Standards for the production of envelopes, Spec 4611 – 1999 (available at: intertekinform.com/en-au/).

For details refer to your paper supplier or envelope manufacturer or visit

auspost.com.au/bulkmail. See section 2.9 Testing.

Paper stock colour

Australia Post recommends white paper or card for your articles, but light tints or half-tones are satisfactory. A general test is that the colours should come on or around the following range of 78 acceptable colour tones selected from the Pantone Matching System®.

100	101	106	107	113	114	120	121	127	128	134	135	136
141	142	148	149	155	162	169	176	196	203	217	250	263
277	290	304	317	331	332	337	344	351	358	365	366	372
373	379	386	393	400	406	413	427	434	441	453	454	460
461	467	468	474	475	482	488	489	496	502	503	510	517
524	530	531	538	545	552	559	566	573	579	580	586	587

The colours shown above are approximations only. Refer to official ink colour charts.

Because of the existence of subjective factors such as the varying degrees of colour perception and the varying conditions under which colours are viewed, cases may arise where doubt exists on acceptability of a particular colour. Australia Post can arrange a test, based on the above zone of acceptable colours.

2.1.6 Plastic wrap

Plastic wrapping of articles can provide an alternative to envelopes. Artwork and delivery address details can be printed on a flysheet, which is visible through the plastic wrapping. It is preferred that flysheets match the size of the publication being mailed – ie: an A4 publication should be accompanied by an A4 flysheet.

Plastic wrapping is available for both Small and Large size category articles.

Plastic envelopes are also considered to be plastic wrapped and are subject to the same conditions.

To enable high speed sorting of plastic wrapped articles, the plastic material used must meet specifications. The plastic wrap specifications can be found at auspost.com.au/plasticwrap.



Fees will apply when the plastic wrapping requirements listed in this section are not met. See Section 1.5.3 – Letters Lodgement Correction Fee.

For each plastic wrap lodgement, customers will be required to certify that the conditions for plastic wrapping have been met.

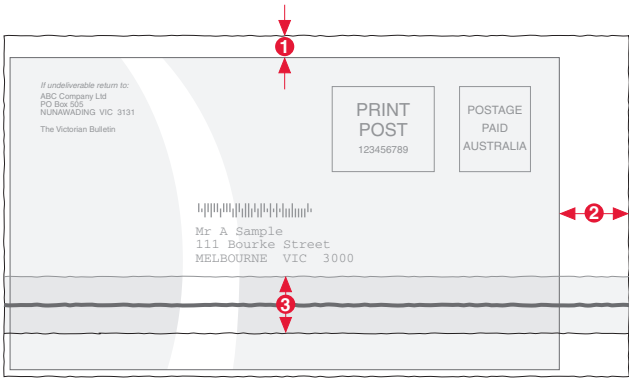
Material

Attribute	Specification
Strong enough to avoid tearing	Minimum thickness of the polymer film is 25 microns
Anti-static properties to avoid articles sticking together	Static charge < 2.0kV
A co-efficient of friction at a level to allow the articles to pass through the machine pick off mechanism	Coefficient of friction 0.2–0.5 (medium slip)
Not too glossy (reflects too much light) or hazy to prevent mechanical reading of the address	Gloss value must be 150 gloss units or less when measured at 60 degrees Maximum haze level is 75 per cent

Overhang limits and presentation

To avoid articles becoming jammed during processing, the plastic wrapping should be as tight as possible to prevent excessive movement of the contents, without bending the contents. To avoid jamming, the following limits for plastic overhang apply:

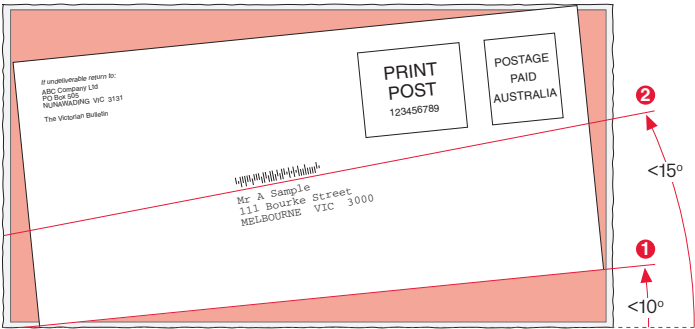
- 1 Height**
 - 5mm for Small size articles
 - 15mm for Large size articles.
- 2 Length**
 - 15mm for Small articles
 - 40mm for Large size articles up to 15mm thick
 - 60mm for Large size articles over 15mm thick.
- 3 Presentation**
 - Address under the wrapper is clearly visible
 - Sealing seam and hem must not obscure the address (or barcode if present) even if contents shift.



Flysheet skew

When used inside a plastic wrapper, the printed address sheet (or flysheet) must remain straight enough for automatic processing equipment to read it. The flysheet, address block (and barcode if present) must not be able to skew (turn obliquely or sideways) within the plastic wrap, as shown in the picture below.

- 1 The maximum skew permissible for an address sheet is ± 10 degrees to the article edge.
- 2 The combined skew of the address sheet and barcode must not exceed ± 15 degrees to the article edge.



Common problems with plastic wrapping

If requirements are not strictly followed articles may be damaged or delivery delayed.

If ...	Then:
The plastic seam or hem covers any part of the address block or barcode, or the colour of the plastic stops the scanning of the address or barcode ...	The articles cannot be scanned automatically.
The plastic is loose ...	The articles can jam in the processing machines, and may be damaged.
The plastic wrap is not strong enough ...	The plastic or the seam can tear and contents may come out during processing and be lost.
The overhang exceeds the allowable dimensions ...	The articles can jam in the processing machines, and may be damaged.

2.1.7 Sealing articles

Australia Post recommends each article be secured in a manner which would prevent entrapment of other postal articles. Any opening should not exceed 88mm.

Each article must be secured by a fastening that is *not likely to damage other postal articles nor injure persons handling it*. Where fasteners are used, they must be appropriate to the thickness of the article, and the ends closed together. Staples and any metal fasteners are discouraged, as they are likely to cause injury to staff handling the articles.

Supplements may be included if fastened to the spine of the publication.

Approval to lodge unenclosed or unwrapped copies of an article may be obtained, prior to lodgement, from the officer-in-charge of the lodgement facility. A sample article must be submitted.

2.1.8 Article flexibility and spine

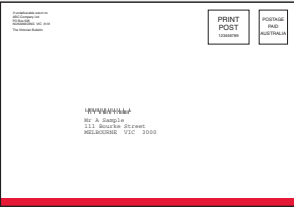
Small size category articles must be reasonably flexible to ensure that they can be processed through high speed letter sorting equipment.

Small size category articles that are too rigid or stiff are ineligible for the service (but may be accepted as Large articles). Some examples of prohibited contents includes pencils, pens and items enclosed in a hard case.



Orientation of publication spine

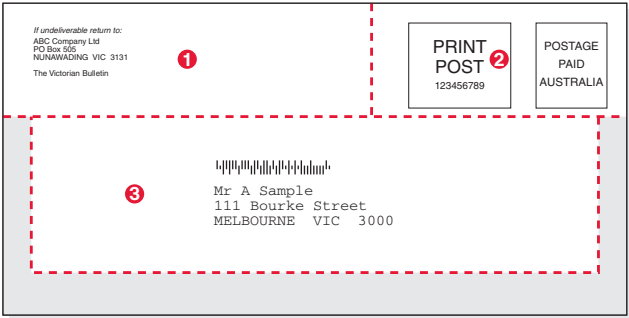
Publications usually have a “spine” on one of the long edges where the pages are bound using glue, folding or stapling. The spine of the publication should be oriented as follows:

Small articles	Large articles with landscape address format	Large articles with portrait address format
Publication spine is along the edge below the addressing.	Publication spine is along the edge below the addressing.	Publication spine is along the edge to the right of the addressing.
		

2.2 Article layout and zones

Print Post articles are made up of three printing zones:

- ❶ **Return address zone.** The return address is preferred here or on the back. See section 2.3.
- ❷ **Postage zone** (includes the Print Post Imprint and the delivery speed indicator, if selected). See section 2.4.
- ❸ **Barcode and delivery address zone.** See section 2.5.



The following sections detail the dimensions of these zones and specify the inscriptions to print within them.

See also, **Adding logos, advertising and other printing** section 2.8.

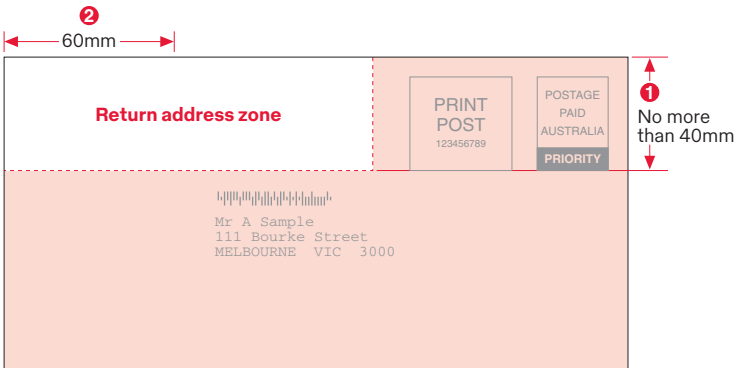
2.3 Return address zone

Each undeliverable article is delivered to the nominated return address on the article by ordinary post. The nominated return address must be that of the person or organisation responsible for accepting undeliverable articles and the charges incurred. It must be an Australian address. A street address or a Post Office Box address is acceptable.

The nominated return address is required to be shown on each article. It is preferred the return address be positioned in the return address zone of the article.

The return address zone is on the top left-hand corner of the address side of the article:

- ❶ no more than 40mm from the top edge
- ❷ for large articles in landscape format – no wider than 60mm. See details at section 2.5.2.



Alternatively, the return address may be printed on the back of the article, or in the postage zone as part of a postage meter mark.

2.3.1 Return address layout

- ❶ The return address should be prefixed with “If undeliverable, return to:”
- ❷ The title of the publication should be shown below the return address.



- No larger than 8 point font preferred.
- No bolding. Font and colour less prominent than that of the delivery address.

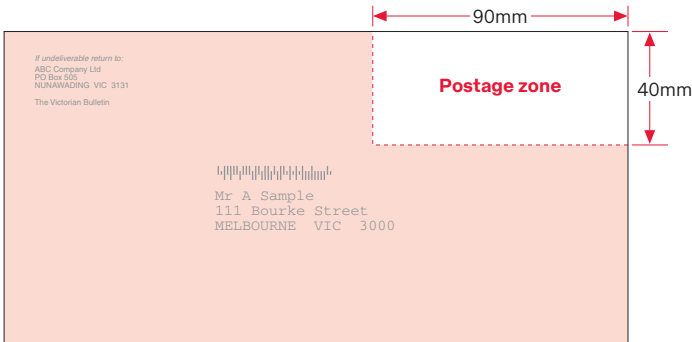
Variations to these requirements should be submitted for approval. See section 2.9.

2.4 Postage zone

The postage zone contains a Postage Paid Imprint or a postage meter mark, a Priority delivery indicator (if the Priority delivery timetable is selected) and the Print Post Imprint. No other inscriptions are permitted.

Dimensions must be:

- 90mm across from the top right-hand corner of the article
- 40mm down from the top edge of the article.

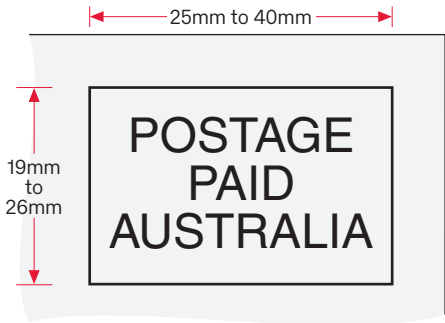


2.4.1 Postage Paid Imprint

All articles that are not metered should bear a Postage Paid Imprint.

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

- maximum: 26 × 40mm (see illustration)
- minimum: 19 × 25mm.

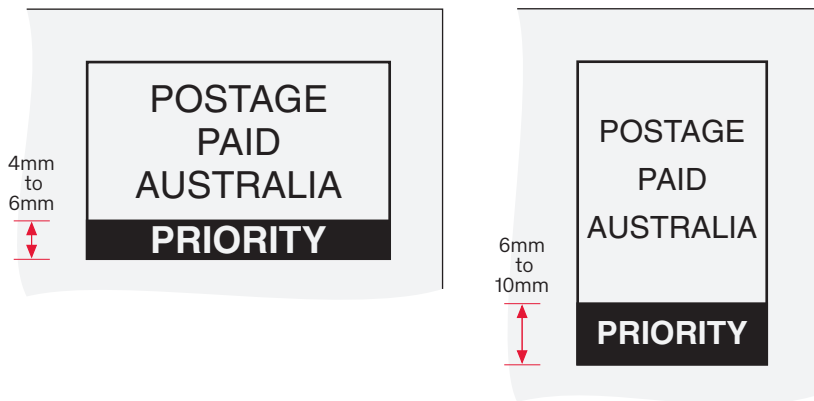


Priority delivery indicator

All articles for which the Priority delivery timetable is selected should include a Priority delivery indicator, located at the bottom of the Postage Paid Imprint.

The word **PRIORITY** needs to be printed:

- in white capital letters, in a bold font (Helvetica Bold or Arial Bold recommended) at 10 to 14 point size
- in a solid rectangular box: 4 to 6mm high for wide imprints, or 6 to 10mm high for tall imprints.



2.4.2 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 illustrations).

If the Priority delivery timetable is selected, the Priority delivery indicator must also be prominent at the bottom of the design.



For approval please email to printpostadmin@auspost.com.au.

2.4.3 Postage meter mark

A postage meter may be used as a payment method for the Print Post service.

The published price must be printed in the postage zone of each article. If a date is included in the meter mark it must be the date of lodgement.

Return address details appearing in the postage zone as part of a postage meter mark are acceptable.

If the Priority delivery timetable is selected, the word **PRIORITY** must be prominent.



For additional information on metering, refer to the *Postage Meters Conditions of use* booklet (8833675).

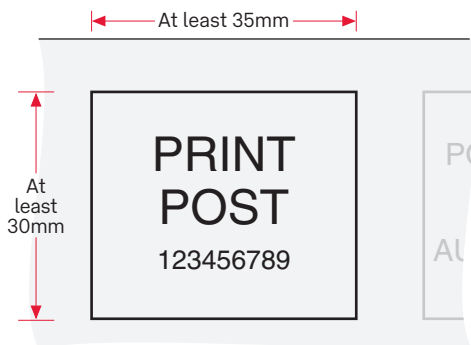
2.4.4 Print Post Imprint, including publication number

All articles must bear a Print Post Imprint, located within the postage zone, to the left of the Postage Paid Imprint or postage meter mark.

The words **PRINT POST** should be printed in capital letters, centred in a rectangular box with the minimum dimensions of 35 × 30mm (see illustration).

Font size should be a minimum of 18 points (4.6mm high), for Small articles. For Large articles, the recommended minimum font size is 24 points (6.1mm high).

The Print Post publication number for your publication should be clearly printed in the lower part of the box.



2.4.5 Colour of postage zone inscriptions

Any coloured ink can be used. Australia Post prefers dark colours such as black, dark blue and dark green. Postage meter marks must be printed using Australia Post approved fluorescent ink.

2.5 Barcode and delivery address zone

Contains the address (and barcode if present) to which the article is to be delivered.

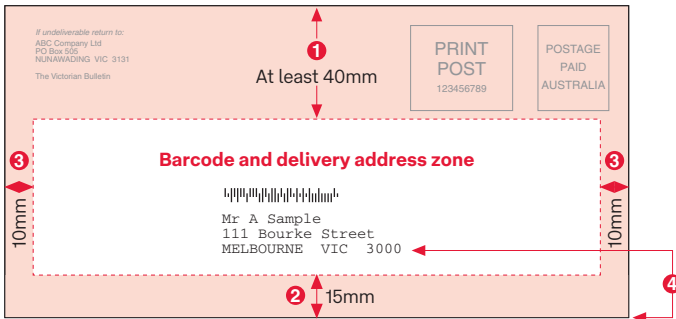
Do not include any address other than the delivery address in the Barcode and delivery address zone.

Fees will apply if articles do not meet the barcoding and/or Correct Addressing conditions.
See Section 1.5.3 – Letters Lodgement Correction Fee.

2.5.1 Small articles

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

- ❶ at least 40mm from the top edge of the article
- ❷ at least 15mm from the bottom edge of the article
- ❸ at least 10mm from the left and right edges of the article
- ❹ parallel with the long edge of the article.



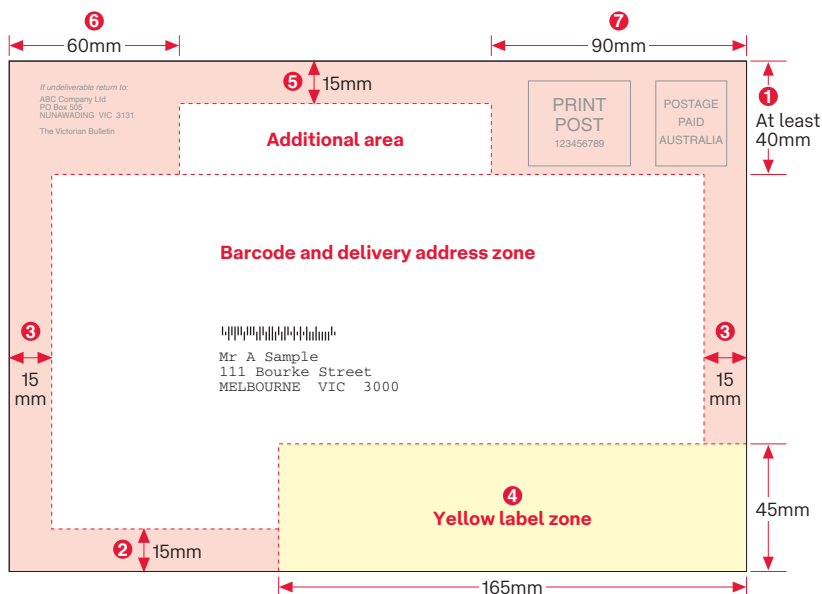
2.5.2 Large articles (landscape layout)

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

- ❶ at least 40mm from the top edge of the article
- ❷ at least 15mm from the bottom edge of the article
- ❸ at least 15mm from the left and right edges of the article.
- ❹ If the publication spine is along the edge of the article below the addressing (see section 2.1.8), then address details must be outside of the Yellow label zone at the bottom right-hand corner of the article, 45mm high and 165mm wide.

If the article is barcoded and the publication spine is along the edge of the article below the addressing (see section 2.1.8), then the delivery address zone can include an additional area. Ensure that the return address does not infringe this area:

- ❺ at least 15mm from the top edge of the article
- ❻ at least 60mm from the left edge of the article and
- ❼ at least 90mm from the right edge of the article.

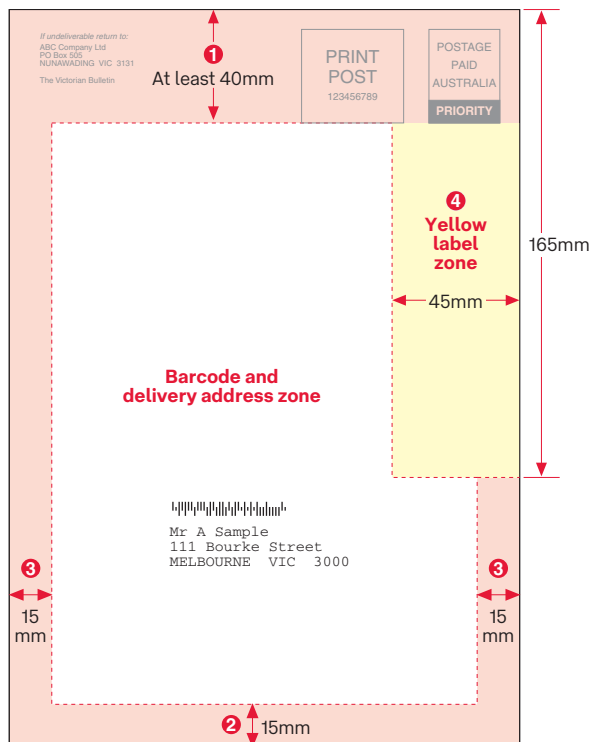


The publication spine should be along the edge of the article below the addressing – see section 2.1.8.

2.5.3 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 and right edges of the article
- 4 outside of the Yellow label zone at the top right-hand corner of the article, 165mm high and 45mm wide.

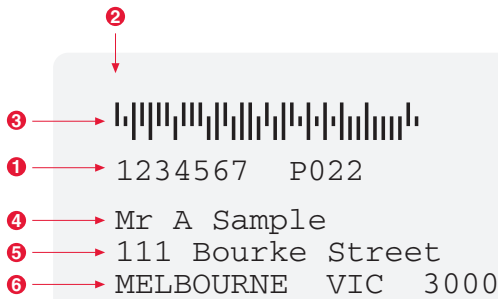


The publication spine should be along the edge of the article to the right of the addressing – see section 2.1.8.

2.5.4 Correct addressing

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

- ❶ **Non-address information** such as customer reference codes and sort category, must be printed above the address.
- ❷ **Address lines** (excluding barcode placement) must be aligned left.
- ❸ **Barcode** – See section 2.7.
- ❹ **Additional address information** such as business or person’s name if included, must be placed above the last two lines of the address and not below, alongside or within these lines.
- ❺ **Second last line** – Must contain the number and name of the street or thoroughfare or Post Office Box or Bag number.
- ❻ **Bottom line** – It is recommended that this line is printed in CAPITALS. For unbarcoded lodgements, must contain in the following order: the locality, the state or territory abbreviation and finally the postcode.



Any application for variations or additions to this format should be submitted and approved prior to lodgement. See section 2.9.

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

The maximum skew permissible for an address line, sheet or label is ±10 degrees from the bottom edge of the article.

If using window panel envelopes, the entire address block (including barcode if present), must be clearly visible through the window panel when the article is presented for lodgement. Please ensure they remain visible irrespective of insert movement.

Size category	Address orientation
Small	Must be parallel to the long side of the article
Large	Can be orientated to either portrait or landscape

2.5.5 Address fonts and colours

It is recommended that the following fonts be used:

- Fixed pitch fonts are recommended (such as Courier or OCRB, 12 point, 10 pitch). In fixed pitch fonts every character has the same width.
example: Mr A Sample

- If proportional fonts are used, it is preferred they be structured in 12 point, ideally Helvetica or Times 12 point. Print characters must not touch or overlap. In proportional fonts different characters have different widths.
example: Mr A Sample

- Avoid using artistic or script fonts. For example: cursive, fancy style fonts such as Brush Script.
example: ~~Mr A Sample~~

- Print characters are acceptable between 1.8mm and 7.0mm high, and between 0.3mm and 7.0mm wide. The ideal height is between 2.0mm and 4.0mm (upper case characters of nominal 10 point and 12 point type generally fall within this range). Line spacing should be between 1.0mm and 2.5mm.
- Avoid using attributes such as *italics*, **bolding**, shadowing, or underlining.
- Dark colours such as black, dark blue and dark green are preferred. Red, orange and yellow inks must not be used.

2.6 Barcoding

A barcode is a machine-readable representation of information which enables efficient processing of mail.

For lodgements containing less than 2,000 articles per publication – barcoding is optional, however you are encouraged to apply barcodes. The benefit for you is that correctly barcoded articles are not subject to Correct Addressing conditions detailed in section 2.5.

For lodgements containing 2,000 or more articles per publication – a minimum barcode threshold of 80 per cent per publication must be achieved to avoid a surcharge, calculated on the difference between the minimum threshold (80 per cent) and the barcoding rate achieved. See examples below:

	Example 1	Example 2
Barcode rate achieved	75%	0% (no barcoding)
Difference between minimum 80% threshold and barcoding rate achieved	80% – 75% = 5%	80% – 0% = 80%
Surcharge applied on difference	5% × volume × surcharge	80% × volume × surcharge

The barcode used by Australia Post is called a *4-state barcode* and includes a *Delivery Point Identifier* (DPID) which is applied to Australian addresses using a database maintained by Australia Post called the *Postal Address File* (PAF).

The PAF is a national reference file which contains all the addresses to which Australia Post delivers in a correct format, along with corresponding *DPIDs* (Delivery Point Identifiers). Each DPID is a randomly generated unique 8-digit number.

If barcodes are printed, it is a condition of the service that current *Address Matching Approval System* (AMAS) certified software is used to match:

- 1 each delivery address in a lodgement ...
- 2 to its correct DPID (8-digit Delivery Point Identifier) ...
- 3 and print this on the article as a correctly formatted 4-state barcode.



The printed barcode is read by Australia Post’s mail processing machines.

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 sort plan.

2.6.1 Address Matching Approval System (AMAS) Certified barcode software

If barcoding your mail, you must use current AMAS certified software to obtain the correct DPID for each address.

Australia Post certifies barcode software through its *Address Matching Approval System* (AMAS) program which contains a copy of Australia Post’s *Postal Address File* (PAF).

A list of the companies that have been granted a licence to supply address-matching and correction software is at auspost.com.au/amas.

2.6.2 Postal Address File (PAF)

The mandatory PAF for barcoding purposes is available according to the following schedule. Contact your AMAS software supplier if you require a more frequent update.

PAF version	Release to AMAS vendors	Issue to end users	PAF expiry date
YYYYY.1	15 October	15 November	31 March
YYYYY.2	30 January	28 February	30 June
YYYYY.3	1 May	31 May	30 September
YYYYY.4	1 August	31 August	31 December
YYYYY.5	15 October	15 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 provides end-users with a minimum of one month to install the new data files and test their systems. It is not necessary to wait until the last permissible use date before the updated release of the PAF is used.

PAF address amendments

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

2.6.3 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 assists organisations that store DPIDs within databases to maintain these DPIDs against the latest version of the PAF.

The PAF ICF is available through AMAS Vendors.

Record Action Codes

The PAF ICF 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	What it 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 ICF does not contain the DPID of any inserts. That is, it does 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 your database, in order to obtain postal discounts, all addresses must be re-validated against the latest version of the PAF or processed by exception by using the PAF ICF.

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

- 1 Any DPIDs contained within the PAF ICF 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 ICF

The PAF ICF is made available with every general release of the PAF for production purposes. It is released to all AMAS Software Developers for them to develop software to assist their customers with resolving their unmatched addresses through its use. AMAS Software Developers 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 the PAF ICF 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.

2.7 Printing the barcode

The 4-state barcode must follow the structure, format, and printing requirements specified by Australia Post to ensure the sorting equipment can process the articles efficiently.

2.7.1 Location

The barcode can be placed separately from the delivery address, within the Barcode and delivery address zone.

Size category	Barcode orientation
Small	Must be parallel to the long side of the article
Large	Can be orientated to either portrait or landscape. It is recommended that the address and barcode are orientated in the same direction. When using window panel envelopes, it is recommended that the barcode is positioned below the address.

2.7.2 Clear zone

Barcodes require a clear zone, free of printing or other distractions, immediately around the barcode. The clear zone must be at least 6mm to the left and right and at least 2mm from the top and bottom of the barcode.



Non-address information, such as your reference codes, sort plan number, etc, may be located above the bottom two lines of the address block provided the barcode clear zone is observed. There is no requirement for this information to be left aligned.

2.7.3 Length

When printed, each 4-state barcode has a minimum and maximum size it must comply with.

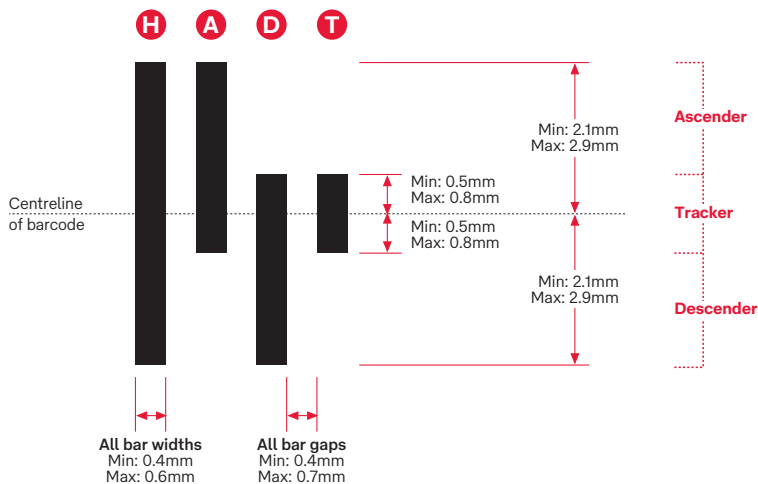
Barcode format	Minimum – maximum length
37	Min. 37.0mm – Max. 42.2mm 
52	Min. 52.2mm – Max. 59.5mm 
67	Min. 67.5mm – Max. 76.8mm 

2.7.4 Bar dimensions

The individual bars and spaces within the barcode have their own minimum and maximum measurements. These are important because any major variations can cause the sorting equipment to reject the mail article.

Each of the four types of bars has a minimum and maximum width and height, and the bar gap (space between bars) has a minimum and maximum width.

Barcode element	Width (minimum – maximum)	Total height (minimum – maximum)
H	0.4mm – 0.6mm	4.2mm – 5.8mm
A	0.4mm – 0.6mm	2.6mm – 3.7mm
D	0.4mm – 0.6mm	2.6mm – 3.7mm
T	0.4mm – 0.6mm	1.0mm – 1.6mm
Bar gap (space)	0.4mm – 0.7mm	—



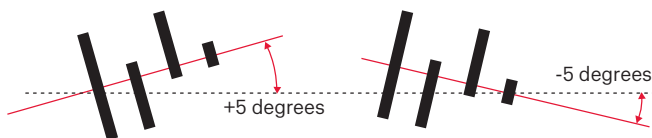
2.7.5 Barcode skew

Occasionally, a barcode may not be printed straight ("skewed"). The article may not have lined up correctly when moving through the printer or it shifted during printing.

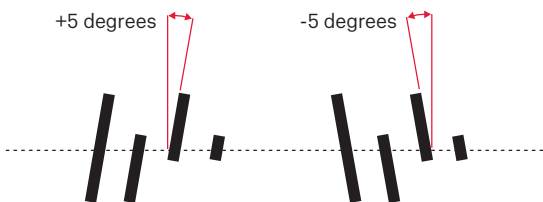
A certain amount of skew (called "tolerance") is allowed provided it is less than ± 5 degrees, as the sorting equipment is still able to read slightly skewed barcodes.

There are two types of skew:

Code skew – where the barcode is skewed in relation to the bottom edge of the article.



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.

2.7.6 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
- the window material through which barcodes are scanned.

Spectral range

Barcode readers operate within the spectral range of 400 to 650 nanometers. Within this range, the following measurements must be met:

- maximum bar reflectance (Rb) is 25 per cent
- minimum space reflectance (Rs) is 50 per cent.

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

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

The Print Contrast Signal (PCS) must be greater than 0.75 where PCS is defined as follows:

$PCS = (R_s - R_b) / R_s > 0.75$

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

2.7.7 Customer appended information in barcodes

The standard barcode contains 37 bars, however you can include your own information in 52 or 67 length 4-state barcodes. This information can be used to monitor mail returns for campaigns or orders. The information is encoded and included in the additional bars.

Barcode format	Customer information
52	8 digits or 5 characters 
67	15 digits or 10 characters 

2.7.8 Barcode Quality Program

Australia Post provides the Barcode Quality Program (BQP) to test the quality of barcodes prior to the print production stage. Information relating to the Barcode Quality Program is available at auspost.com.au/bqp.

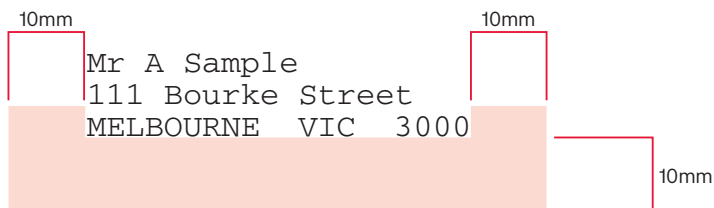
Enquiries about barcode readability should be directed to BQPHelp@auspost.com.au.



2.8 Adding logos, advertising and other printing

Logos, advertising and other printing may be located anywhere on the article, providing that it does not obscure the inscriptions in the postage zone and the return address zone.

A clear zone of at least 10mm must be observed to the left, right and bottom of the last line of the address.



See also, section 2.7.2 for specifications of the barcode clear zone.

2.9 Testing

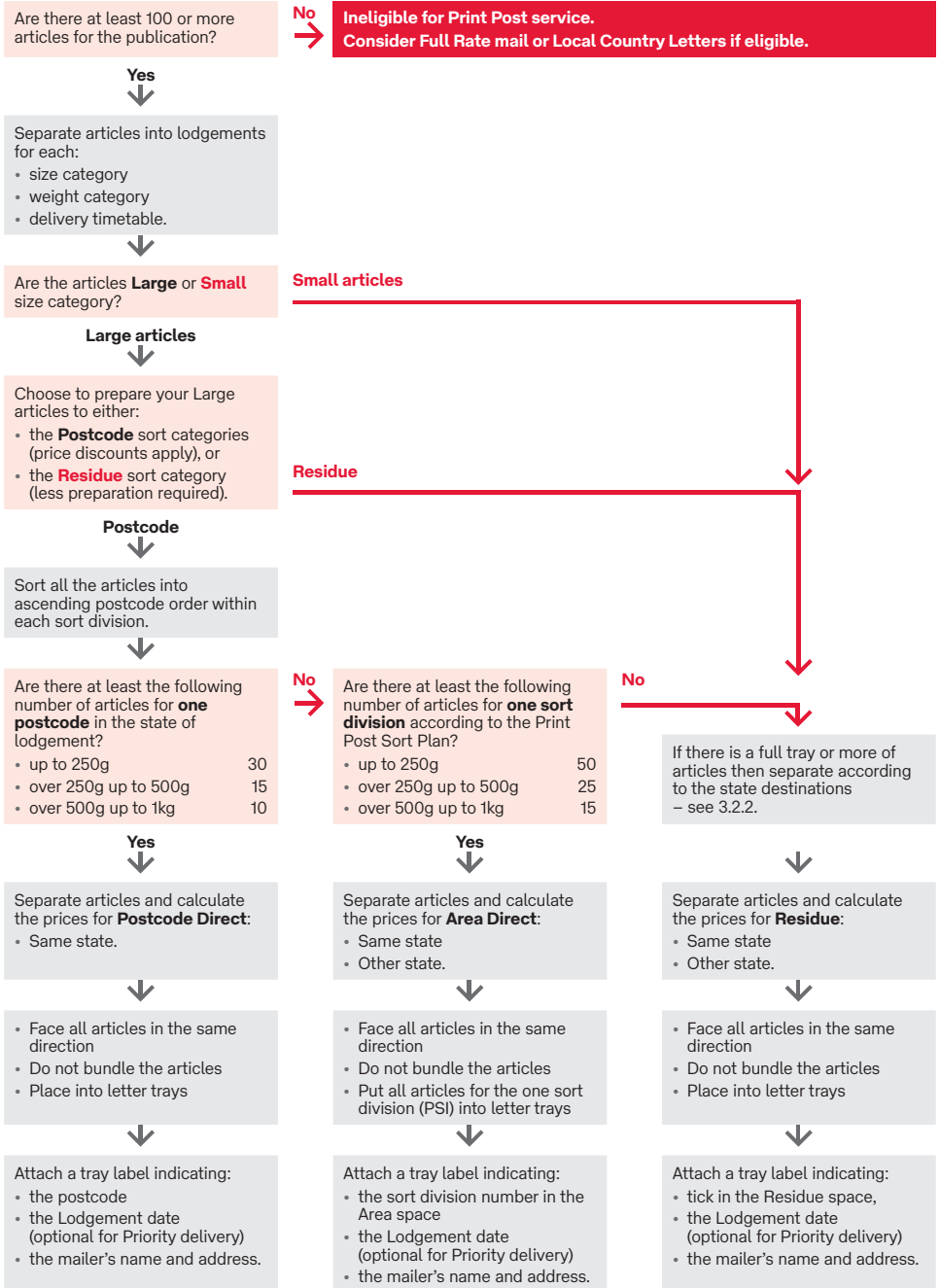
If you are concerned that your articles may not satisfy all service requirements you can request a preliminary test prior to lodgement. Tests can be conducted on the following:

- shape
- packaging materials and design
- window panel quality
- article colour, patterns or watermarks
- paper stock quality
- plastic wrapping
- flexibility
- correct addressing compliance
- positioning of logos, advertising and other printing.

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

Requests for testing should be directed to either your Australia Post account manager or to printpostadmin@auspost.com.au.

▼ Sorting and lodgement summary flowchart



3. Print Post lodgement

3.1 Sort categories

To ensure optimum delivery of Print Post articles and to avoid being charged a fee, you need to prepare and lodge articles correctly.

For large size articles you have the choice to sort articles into three sort categories. For small size articles, only the Residue category is available.

Sort category	Size categories and minimum quantities to qualify	Pricing categories
Postcode Direct - Large articles separated in a letter tray for one postcode within the same state of lodgement - The lowest cost	Large articles: - up to 250g30 - over 250g up to 500g15 - over 500g up to 1kg10	✓ Same state ✗ Any Other state articles go to Area Direct or Residue.
Area Direct - Large articles separated for one sort division - Grouped into postcodes (ascending order) in letter trays according to the Print Post Sort Plan	Large articles: - up to 250g50 - over 250g up to 500g25 - over 500g up to 1kg15	✓ Same state ✓ Other state
Residue - Small or Large articles for any postcode - Where there are insufficient articles to make an Area Direct	Small or Large articles: No minimum quantity. (The total lodgement must contain at least 100 articles)	✓ Same state ✓ Other state

3.1.1 Same state/other state pricing eligibility

Same state prices apply where the articles are addressed to postcodes within the state of lodgement.

Other state prices apply where articles are addressed to postcodes outside the state of lodgement.

Note: Australia Post linehaul may be used to access same state prices. See section 4.5.

3.1.2 Print Post Sort Plan

The Print Post Sort Plan allocates every Australian postcode into a specific range, allowing Australia Post to efficiently sort articles to their point of delivery. It is regularly updated (refer table). To ensure the current sort plan is used, download it from the website auspost.com.au/sortplans.

Version number	Release date	Active date	Expiry date
VYYYYY1	1 February	First Friday in March	Day prior to first Friday in September
VYYYYY2	1 August	First Friday in September	Day prior to first Friday in March

▼ Part of the Print Post Sort Plan – PSI numbers and associated postcode ranges

Valid from 6 July 2026 to 27 February 2027 (replacing the previous sort plan for 2 March 2026 to 28 August 2026)

Denotes changes made from previous plan

 Gateway facility for Linehaul

PreSort Indicator	Postcode ranges	Sort Division
Australian Capital Territory		
019	Plan 019 is now listed in the combined New South Wales / Australian Capital Territory section	
New South Wales / Australian Capital Territory		
003	1640; 1655; 1658; 1660; 2084–2087; 2092–2097; 2099–2108	SYDNEY WEST LF 2 Weeroona Road STRATHFIELD NSW 2135 
004	1630; 1635; 1670; 1680; 1685; 1710; 2072–2073; 2076–2077; 2079–2083; 2109; 2112–2114; 2118–2119; 2121–2122	SYDNEY WEST LF
005	1715; 1730; 1755; 1756; 1770	

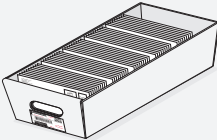
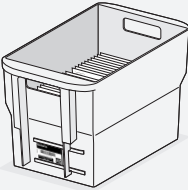
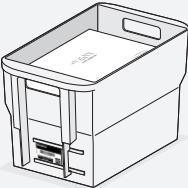
Australia Post staff perform a check at lodgement to determine if articles have been sorted correctly and you may be charged full rate postage and a Letters Lodgement Correction Fee if articles are incorrectly sorted.

3.2 Preparation of letter trays

Obtain letter trays at no cost from your lodgement facility.

Prepare and sort Postcode Direct, Area Direct and Residue trays as follows:

- face all articles in the same direction
- do not bundle or tie articles¹
- place the articles into letter trays as follows:

Article size	Postcode Direct trays	Area Direct trays	Residue trays
Small articles 	✗ Small articles go to Residue.	✗ Small articles go to Residue.	Place into small letter trays, with the addresses facing the front (label end) of the tray. The maximum acceptable weight for a small tray is 9.5kg (including the weight of the tray).
Large articles  	Place all articles for the same postcode into large letter trays, as below.	Sort the articles into the sort divisions specified in the Print Post Sort Plan. Place all articles for one sort division into large letter trays, as below.	Place into large letter trays, as below. For C5 articles – In large letter trays, single layered upright on the long edge with the addresses facing the front (label end) of the tray. The maximum acceptable weight for a large tray is 16kg (including the weight of the tray). For other sized articles – In large letter trays, lay flat with the addresses face up and with the postage zone imprint at the label end of the tray. To facilitate ease of handling large letter trays should not be filled above the handle holes. The maximum acceptable weight for a large tray is 16kg (including the weight of the tray).

Articles for different delivery timetables (ie Priority delivery and Regular delivery) must be presented in separate trays.

¹ Under certain circumstances the brick-stacking of bundles into ULDs will be permitted. See section 4.3 for details.

3.2.1 Overflow trays

Overflow trays can be lodged. An overflow tray is a less-than-full tray that contains all articles remaining after the preparation of trays for the same postcode or sort division. A maximum of one overflow tray for each postcode or sort division is permitted.

3.2.2 State separation of Residue trays

For Residue volumes of:	Then:
Less than full trays	Place articles into separate trays for: • Same state destinations • Other state destinations. Affix tray labels for the state where the lodgement is occurring.
Full trays	Place articles into separate trays for each state, as defined in the Print Post Sort Plan: • NSW/ACT • VIC/TAS • QLD • SA • WA • NT. Affix the correct tray labels for the state of the destination.

3.2.3 Preparing a small volume lodgement

If you are lodging less than 1,000 articles, Australia Post suggest you consider the following simplest lodgement:

- Count the number of articles for delivery within the state of lodgement (same state)
- Count the number of articles for delivery to other states (other state)
- Place all the articles in trays with a tray label for the state of lodgement affixed
- Tick “Residue” on the tray labels and record the articles as “Residue” on your lodgement document.

3.3 Tray labels

Tray labels must be correctly completed and affixed to each tray. You can order preprinted labels directly from Australia Post or use print on demand software.

3.3.1 Preprinted tray labels

Australia Post provides preprinted tray labels at no cost:

- for each state: NSW/ACT, VIC/TAS, QLD, SA, WA and NT
- for each delivery timetable: Priority and Regular, and
- for each tray size: small and large.

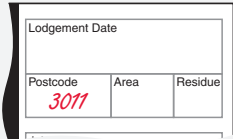
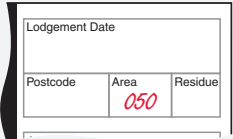
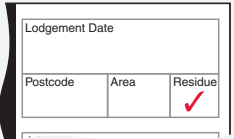
Order forms for labels are available at auspost.com.au/traylabels. Take your order form to your local lodgement facility.

Complete preprinted tray labels as follows:

- 1 Write your name and contact number in the Sender space.
- 2 (Optional) Write your Job Number in the Job No. space. It should match with lodgement documentation.
- 3 Write the lodgement date in the Lodgement Date space (this is optional for Priority delivery, but must be the correct date of lodgement if shown).

The image shows two examples of preprinted tray labels. The left label is for Victoria (VIC) and the right label is for Western Australia (WA). Both labels have a header with the state name and a barcode. Below the barcode is a table with columns for Lodgement Date, Postcode, Area, and Residue. The Victoria label has the Postcode field filled with '3011' and the Area field filled with 'VIC'. The Western Australia label has the Lodgement Date field filled with '3/3/2018', the Postcode field filled with '190', and the Area field filled with 'WA'. Red arrows and numbers 1, 2, 3, and 4 point to the Sender, Job No., Lodgement Date, and Postcode fields respectively.

- 4 To indicate the correct sort category, see table below.

Postcode Direct trays	Area Direct trays	Residue trays
Write the postcode in the Postcode space.	Write the sort division number in the Area space.	Tick in the Residue space.
		

3.3.2 Print on Demand labelling software

These are available either free of charge from Australia Post (*VISA Labelling*) or may be purchased from third party suppliers. Third party software must be approved by Australia Post. The labels must conform to specifications, which are subject to periodic review. Specifications are available at auspost.com.au/traylabels.

Blank label stock is available free of charge by Australia Post. This label stock is heat sensitive and is suitable for use only in direct thermal label printers.

Please note that Print on Demand labels contain pre-populated information and differ in appearance to preprinted labels.

▼ Example VISA Postcode Direct tray labels (Priority delivery and Regular delivery)



3.3.3 How to affix tray labels to letter trays

Label pockets/slots are affixed to all letter trays.

Remove any old tray labels on trays prior to lodgement.

Place a completed tray label in the label pocket/slot with the printed side visible.



3.4 Lodgement of articles

Once a lodgement is prepared and sorted, complete the required lodgement document(s) and lodge your articles.

All articles in the lodgement must be within the same size and weight category.

All articles in the lodgement must be from one issue of a publication and carry the same title and Print Post publication number.

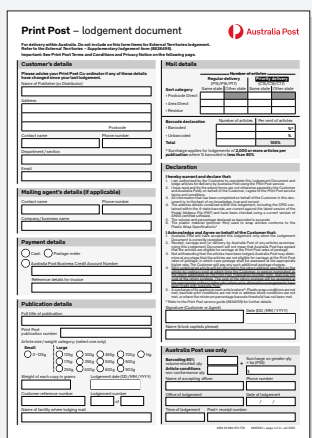
3.4.1 Lodgement documents

The use of Australia Post's *Electronic Lodgement of Mailing Statements* system (eLMS) is recommended. If lodged via eLMS the mailing statement generated from eLMS should be provided at lodgement. For information on eLMS go to auspost.com.au/business/shipping/letters-domestic/large-volume/online-mailing-statements.

If eLMS is unavailable, or a postage meter has been used, the below lodgement documents are required. Download from auspost.com.au/printpost and auspost.com.au/metering.

Non-metered articles

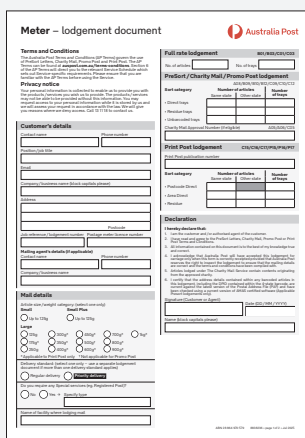
Print Post lodgement document
(8835283)



The form is titled "Print Post - lodgement document" and features the Australia Post logo. It is divided into several sections: "Customer's details" (including business name, address, and contact information), "Mailing agent's details (if applicable)" (including agent name and address), "Payment details" (including payment method and terms), "Publication details" (including publication name, issue number, and frequency), and "Australia Post use only" (for internal processing). There are also checkboxes for "Priority mail" and "Registered mail".

Metered articles

Meter lodgement document
(8838236)



The form is titled "Meter - lodgement document" and features the Australia Post logo. It includes a "Terms and Conditions" section at the top, followed by "Customer's details" (business name, address, contact info), "Mailing agent's details (if applicable)" (agent name, address), "Payment details" (payment method, terms), "Publication details" (publication name, issue number, frequency), and "Australia Post use only" (internal processing section). It also includes checkboxes for "Priority mail" and "Registered mail".

If supplements/advertising cause some articles to be in a different weight step then complete a separate lodgement document for each weight step, and mark them, for example "1 of 5", "2 of 5" as appropriate.

3.4.2 AMAS Address Matching Processing Summary Report

Barcoded lodgements must be supported with documentary evidence to validate:

- 1 The *List Processor's Name* – the name of the company or organisation assigning the DPIDs via the AMAS approved software
- 2 DPID assignments are made against the current version of the PAF
- 3 Percentage claimed as barcoded is correct.

To assist in this regard, it is mandatory for AMAS approved batch software to generate an Address Matching Processing Summary Report.

▼ Example AMAS Summary Report

AMAS software details		Database / list owner's details	
Company name:		List processor's name:	
Software name and version:		Date file processed:	
Date software certified:		Processed against PAF version number:	
		Name of address list:	
Processing results			
Records matched and DPID appended:	3,088		
Records amended and DPID appended:	552		
Subtotal:	3,640	% of total records	96.3%
Records not matched – no DPID:	139	% of total records	3.7%
Total records processed:	3,779		
Signature of compliance			
I certify that this information is true and accurate -			
Name of list manager / owner:			
Signature of list manager / owner:			
Address:			
Phone number:			
Date:			

The report above 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 evidence to support lodgements as required.

3.4.3 Print Post Manifest

Each lodgement of 2,000 or more articles is required to be supported with a *Print Post Manifest*. There is no standard form provided by Australia Post, so create your own manifest – a simple Word (or equivalent) document suffices.

The minimum description requirements are:

Sort category	List the number of articles
Postcode Direct	❶ for each postcode
	❷ the total for Postcode Direct
Area Direct	❸ for each sort division
	❹ the total for Area Direct
Residue	❺ for each state and territory
	❻ the total for Residue

▼ Example Print Post Manifest

Print Post Manifest		Date of lodgement: 5/3/2018		
Customer name: ABC Publishing		Customer ref no.: Job 1		
Publication title: A Magazine		Print Post number: 123456789		
Total articles: 2,118		Article weight: 136 grams		
State of lodgement: NSW		Delivery standard: Regular		
Sort Division	Postcode	Postcode Direct	Area Direct	Residue
NSW 003	2084	102	—	—
	2085	93	—	—
	2086	135	—	—
	—	—	135	—
NSW 004	2072	132	—	—
	2073	90	—	—
	2083	96	—	—
	—	—	183	—
NSW 006	—	—	234	—
TOTAL: NSW		648	552	0
VIC 022	—	—	228	—
VIC 023	3011	168	—	—
	3020	96	—	—
	3049	123	—	—
	—	—	168	—
TOTAL: VIC		387	396	135
TOTAL SUMMARY		1035	948	135

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3.4.4 Where and when to lodge

Lodgements must be made during business hours at the approved facility(s), or designated facilities, as advised by Australia Post.

Print Post has Priority and Regular delivery timetables, each with specific closing times that vary by lodgement facility. Ask your lodgement office for details.

3.4.5 Lodgement in ULDs

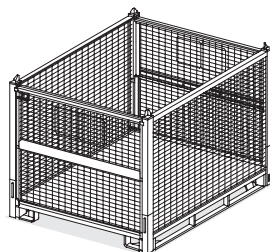
Steel cage containers known as Unit Loading Devices (ULDs) are used by Australia Post to transport mail articles within our network. They can be obtained from Australia Post, subject to availability and in instances where large mail volumes are to be lodged. Contact your mail facility for further information.

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 for any ULD that you damage or do not return.

The maximum weight for a loaded ULD is 600kg (including the weight of the ULD which weigh around 100kg). This means that 500kg is available for the contents. Be aware that ULDs will often exceed the maximum weight limit before they are completely full. Ensure each ULD is packed efficiently to maximise transportation efficiency.

It is a requirement that you provide a ULD Manifest and affix a label to each ULD. Australia Post prefers ULD labels to be affixed on the front and back. See section 4.4 for more details.

If you are lodging 5,000 or more articles, see section 4 Large volume lodgements (including linehaul).



3.5 Non-compliance

Acceptance staff at the lodgement facility will perform an inspection to determine if a lodgement satisfies the access conditions and barcodes are valid.

If articles within a lodgement do not satisfy the Print Post conditions, you may be charged a Letters Lodgement Correction Fee and may be charged full rate ordinary prices.

A fee will be charged when articles are:

- lodged without a mailing statement or other required lodgement documentation
- lodged with an incorrect mailing statement or lodgement document
- incorrectly prepared or presented according to the service guidelines.

For more information go to **auspost.com.au/fees-and-charges-explained**.

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4. Large volume lodgements (including linehaul)

Large volume lodgements apply to Print Post when there are 5,000 or more articles within a lodgement.

→ See section 3.4.5 Lodgement in ULDs

4.1 Advance notification of large lodgements

Due to limited spare capacity at some lodgement facilities you are requested to provide advance notice to the Officer-In-Charge of the facility for lodgements over 50,000 articles, no later than Friday of the week prior to lodgement.

If you make regular lodgements at the same facility you can request a standing lodgement arrangement and avoid the need for notification.



4.2 ULD sorting

The table below summarises the two ways in which articles can be presented within a ULD.

ULD sort level	ULD to contain:
Single sort division	Articles for a single Sort Division. For example, all articles for Sort Division 003.
Multi sort division (Mixed ULD)	Articles for more than one sort division serviced by the same destination facility. ULD preparation requirements: • each sort division number within the ULD is separated by an approved method – see section 4.3.2 Separation of bundles for sort divisions • each sort division is identified on the ULD label – see section 4.4 ULD labelling and Manifest • each sort division must be completed prior to adding articles for another sort division. A sort division <i>cannot</i> be contained in more than one mixed ULD.

4.2.1 Consolidation

Consolidation refers to Print Post bundles and trays from different jobs generated by various publishers into a common ULD. Only articles of the same size category and delivery timetable can be consolidated – Small articles cannot be consolidated with Large articles. Each bundle or tray must contain the same publication.

Prices for consolidated lodgements are determined by the level of sorting and presentation of the articles. Consolidation is permitted prior to lodgement with Australia Post provided that approved supporting documentation is supplied with the lodgement.

Each lodgement within a consolidated lodgement requires a *Print Post Manifest*, irrespective of the number of articles. See section 3.4.3.

Each ULD of a consolidated lodgement requires a ULD label affixed listing:

- 1 each of the job numbers and publication titles contained by the ULD
- 2 the delivery timetable selected (Priority or Regular), in a **bold** font, of at least 18 point size. For Priority delivery, Australia Post recommends printing this section using white font on a black background where possible.

Australia Post prefers ULD labels to be affixed on the front and back.

▼ Example Consolidated ULD labels (Priority and Regular)

To: **Dandenong Letter Facility**
120 Nathan Rd
DANDENONG SOUTH VIC 3175

PRIORITY

To: **Dandenong Letter Facility**
120 Nathan Rd
DANDENONG SOUTH VIC 3175

REGULAR

Date: **5/3/2018**

ULD number: **1 of 2**

ULD weight: **453kg**

Sort division indicators: **022 023 024 025 Residue**

Job no.s:
145
158
153

Publication titles:
ABC Magazine
Publication XYZ
Newsletter 123

Total articles: **1074**

Each ULD of a consolidated lodgement requires a *Consolidated ULD Manifest* detailing:

❶ the ULD number and total article weight.

For each publication, show:

❷ the job number, publication title and weight per article

❸ for each sort division, the number of articles in each sort category and in total.

▼ **Example Consolidated ULD Manifest layout**

Consolidated ULD Manifest		Date: 5/3/2018			
Customer name: XYZ Mail House		ULD number: 1 of 2			
		Total weight of articles: 450.6 kg			

Job number: 145					
Publication title: ABC Publication		Weight per article: 110g			

PreSort Indicator	Sort Division	PD	AD	Residue	Total
150	Canberra MC; All	250	78	—	328
190	Murray Reg MSC; All	160	98	—	258
198	Riverina MSC; All	—	—	—	—
					Total 586

Job number: 153					
Publication title: 123 Magazine		Weight per article: 53g			

PreSort Indicator	Sort Division	PD	AD	Residue	Total
150	Canberra MC; All	1254	152	—	1406
190	Murray Reg MSC; All	562	551	—	1113
198	Riverina MSC; All	468	568	—	1036
					Total 3555

Job number: 158					
Publication title: XYZ Newsletter		Weight per article: 105g			

PreSort Indicator	Sort Division	PD	AD	Residue	Total
150	Canberra MC; All	420	115	—	535
190	Murray Reg MSC; All	156	321	—	477
198	Riverina MSC; All	389	125	—	514
					Total 1526

Total articles in ULD		5667			
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If you are concerned that your Consolidated ULD labels or Consolidated ULD Manifest do not satisfy all service requirements you can request approval of the format by providing a sample to the Print Post Coordinator detailed at the back of this guide or to printpostadmin@auspost.com.au.

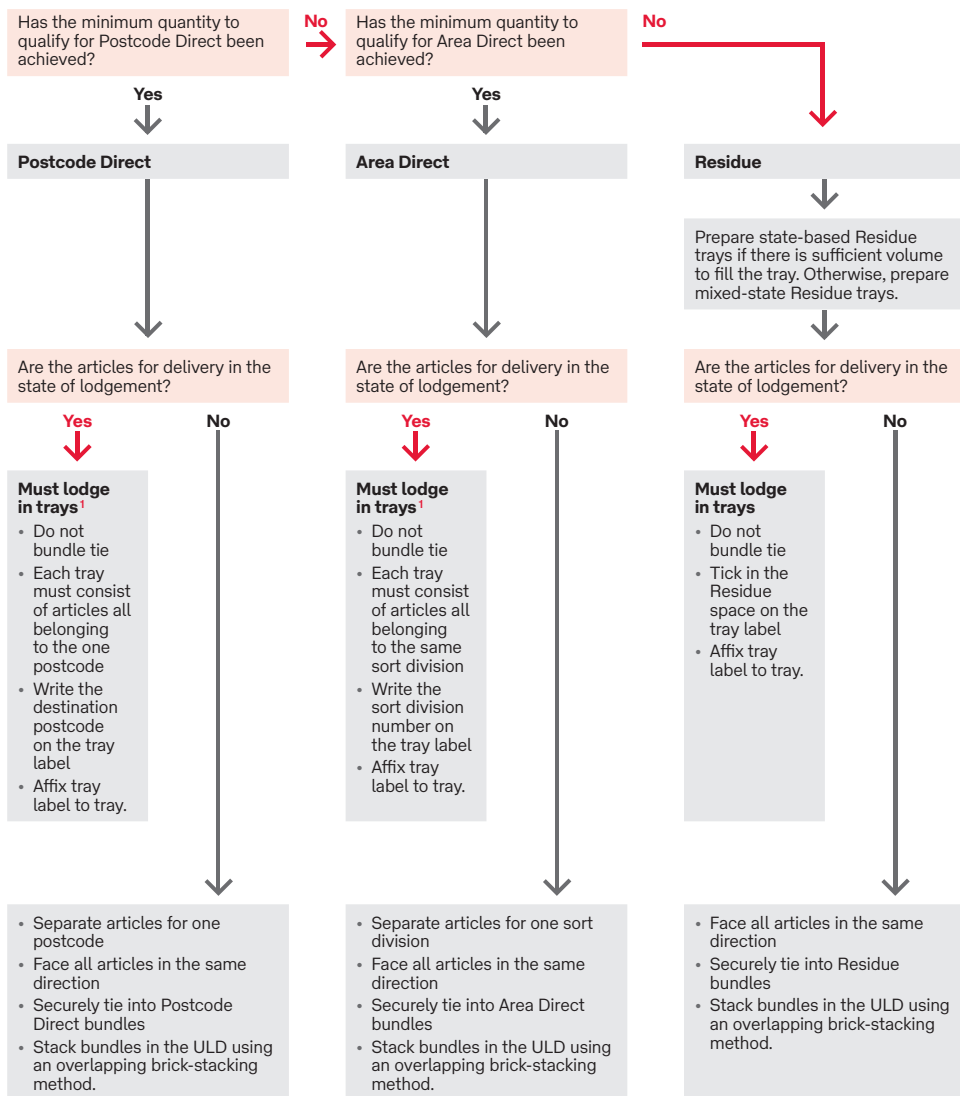
4.3 Arranging articles into ULDs

Articles can be arranged in ULDs in a number of ways, depending on article sizes.

Size category	Trays	Bundles
Small articles	• Prepare small letter trays, with the tray label attached. • Stack the trays in the ULDs with the tray label facing outwards.	N/A
Large articles	• Prepare large letter trays, with the tray label attached. • Stack the trays in the ULDs with the tray label facing outwards. • Residue delivered in the state of lodgement must be presented in trays. • Residue trays must be placed in multi sort division ULDs (as the top layer) or in a separate Residue ULD.	For articles addressed to postcodes within the state of lodgement¹ • Available only to approved senders who typically lodge an average of at least 25,000 articles per day. • Requires one-off approval via Account Manager. For articles addressed to postcodes outside the state of lodgement • Available to all senders using ULDs to lodge articles.

¹ Use of trays is preferred. Until further notice large volume senders may continue to brick-stack bundles into same state ULDs.

▼ Summary flowchart for sorting large articles into ULDs



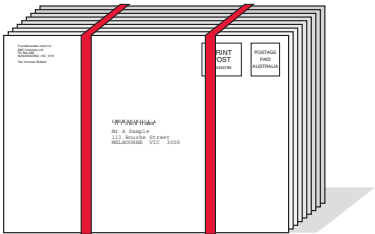
¹ Postcode Direct and Area Direct bundles in ULDs for delivery in the state of lodgement are permitted, but only with prior approval. Typically this requires an average daily lodgement of at least 25,000 articles for the site location.

4.3.1 Bundling and brick-stacking of articles in ULDs

The use of trays is the preferred method to present articles for delivery in the state of lodgement. Bundles will be permitted with prior approval via your Account Manager. Typically this requires an average daily lodgement of at least 25,000 articles.

When preparing bundles, secure with two vertical bands, as shown, ensuring the bands are clear of the delivery address.

Refer to the table below for the minimum and maximum size of bundles.



Size category	Maximum bundle thickness	Maximum bundle weight
Small articles	—	—
Large articles	215mm	9.5kg

Brick-stacking

Brick-stack the bundles into the ULD in an overlapping fashion as shown, with each layer at 90 degrees to the previous layer.

4.3.2 Separation of bundles for sort divisions

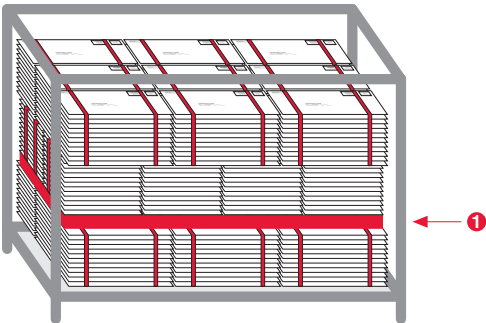
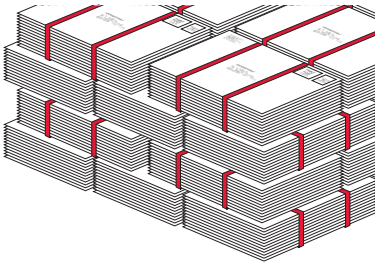
Separation of different sort divisions within a ULD is a requirement. That is, if a ULD contains multiple sort divisions, complete stacking of one sort division before adding any other articles for another sort division.

Do not top-up same state ULDs where 80 per cent of a ULD (by weight - 400kg) consists of a single sort division.

Do not top up same state ULDs with bundles for delivery to other state locations.

When preparing a ULD for more than one sort division, arrange bundles for a particular sort division to form complete layers.

- 1 Separate each sort division layer within a ULD using an approved separator such as cardboard.



The use of separators is not required if the envelope or flysheet contains the sort division indicator as follows:

Sort category	Sort division indicator	Example
Postcode Direct	“P” followed by the PSI number	P 003
Area Direct	“A” followed by the PSI number	A 004
Residue	“R” (no PSI number required)	R

Print the indicator:

- above the delivery address
- to the right of any other printed codes
- in a readable font size, ie, at least 12 point.

See example at section 2.5.4 Correct addressing.

4.3.3 Preparation of Residue in ULDs

Residue category	Preparation in ULDs
Same State Residue	• Prepare state-based Residue trays. • Place trays in Same State ULDs containing multiple sort divisions or in a separate Residue ULD.
Other State Residue not linehailed	• Prepare state-based Residue trays if there is sufficient volume to fill the tray. Otherwise, prepare mixed-state Residue trays. • Place trays in ULDs containing multiple sort divisions for delivery to other states.
Other State Residue linehailed	• Place bundles in ULDs containing multiple sort divisions. • Residue bundles must be placed on top of Postcode Direct and Area Direct bundles. See section 4.5.2.

4.4 ULD labelling and Manifest

Once stacking of the ULD is complete, a label needs to be attached to the ULD. Australia Post does not provide preprinted ULD labels, so you need to produce your own. For current specifications, refer to the *Unit Loading Devices Fact Sheet* available from auspost.com.au/printpost. The label must be a minimum of 210mm × 297mm (A4) and the minimum requirements are:

- 1 **Customer name** – The organisation lodging the ULD.
- 2 **Consolidated lodgement reference** – If a consolidated lodgement.
- 3 **Lodgement office** – The postal facility that the ULD is being sent to.
- 4 **The service name “Print Post”**.
- 5 **Lodgement date**.
- 6 **Delivery timetable (Priority or Regular)** – This must be printed beside the lodgement date in a **bold** font, of at least 18 point size. For Priority delivery, Australia Post recommends printing this section using white font on a black background where possible.

- 7 **ULD number** – For example, “1 of 7”, “2 of 7”, etc.
- 8 **PSI** – The PSI sort division(s) contained within the ULD. The order that the PSIs are listed on the label (from left to right) must match the order of stacking in the ULD (from bottom to top).
- 9 **Job number** – The job number (or numbers, if consolidated) contained in the ULD. These are created by and relevant to you and should match with lodgement documentation.
- 10 **Publication titles** – Title of publication (or publications, if consolidated) contained in the ULD.
- 11 **Total articles** – The total number of Print Post articles (for each publication if consolidated) contained in the ULD.
- 12 **Linehaul destination** – if the ULD is to be linehailed by Australia Post. See section 4.5.
- 13 **Gross weight** – The gross weight of the ULD (including the ULD itself). If you do not have suitable weighing equipment available then you should make an estimate that includes the weight of the ULD (approximately 100kg), the letter trays and the articles themselves. Estimated weights should be identified with the word ESTIMATE written directly following the weight.

▼ Example ULD labels (Priority and Regular)

Lodged By	XYZ Mail Services - VIC	Consolidated Lodgement Reference	CL 121104 - 3
Lodgement office	Dandenong LC - VIC	Print Post	
Lodgement Date	Monday 5 Mar 2018	Priority	

ULD Identifier: As per supporting documentation	5 of 7		
Sorting * Divisions List ALL PSIs for which Postcode Direct and Area Direct are declared	023, 024, 025		
Customer Ref. No.(s) As per supporting documentation	Publication Title(s): List titles of all publications in the ULD	Total Articles: Total number for each publication in ULD	
ES1231104	Easy Street	1,142	
Linehaul To: * Only applicable if linehailed by Australia Post required. Show state and facility name.		VIC Dandenong LC	
ULD Weight: * Gross Weight - If actual weight is unavailable show as an estimate (EST)		439 Kg	

All lodgements in ULDs must be supported with a *Print Post ULD Manifest* detailing:

❶ The mailer and publication(s) details.

For each ULD, show:

❷ the number of articles in each sort category and in total

❸ the gross weight of the ULD including the contents

❹ the sort division numbers.

▼ Example ULD Manifest

Print Post ULD Manifest

Lodgement office:Northgate MC

Lodgement date:5/3/2018

Mailing agent name:XYZ Mail Service

Charge account number:123456

Publication title(s):The Magazine

—

—

Linehaul from:

Contact number:1234 5678

Charge account name:ABCDEFGG

Customer ref number:CL2242

ULD No.	Total Postcode qty	Total Area qty	Total Residue qty	Total articles	ULD gross weight kg	ULD contents As per ULD label	Receiving Linehaul State
1	1,340	2,009	—	3,349	267.9	022	Vic
2	1,861	2,791	28	4,680	372.1	023, 024, 025, 026, 027, R	Vic
3	1,719	2,578	31	4,328	343.7	027, 028, 029, 030, 031, R	Vic
4	2,450	3,675	—	6,125	490.0	003	NSW
5	2,475	3,691	22	6,188	495.0	004, 005, 006, 007, R	NSW
6	2,436	3,636	18	6,090	487.2	007, 008, 009, 010, 011, 012, R	NSW
7	2,391	3,586	—	5,977	478.1	013, 014, 015, 016, 021	NSW
8	2,489	3,715	18	6,222	497.7	035, 036, 037, 038, R	QLD
9	2,427	3,601	39	6,067	485.3	038, 039, 040, 041, 002, R	QLD
Totals	19,588	29,282	156	49,026	3917.0		

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4.5 Linehaul

Linehaul is a freight transport service available for use with Print Post. It allows you to pay Australia Post (or a private freight service) to transport lodgements to an appropriate interstate gateway facility to access same state rates.

Gateway facilities		
SYDNEY WEST LF 2 Weeroona Road STRATHFIELD NSW 2135	DANDENONG LC 120 Nathan Road DANDENONG SOUTH VIC 3175	NORTHGATE MC 129 Toombul Road NORTHGATE QLD 4013
ADELAIDE LF Netley Parcel Depot 368 Richmond Road NETLEY SA 5037	PERTH MC 33 Boud Avenue PERTH AIRPORT WA 6105	DARWIN MC 354 Stuart Highway WINNELLIE NT 0820

These facilities are also identified in the Print Post Sort Plan by a 📍 symbol.

The delivery timetable for articles that have been linehauled commences when the ULD arrives at the gateway facility for processing.

When Australia Post is used to linehaul articles, the articles are contained in Unit Load Devices (ULDs). To facilitate the checking and charging of the ULD transport, the following supporting documentation is required, in addition to the lodgement documentation stipulated in section 3.4:

- ULD Manifest – see section 4.4.
- ULD Linehaul Mailing Statement.

1 The mailer and publication(s) details.

② the destination gateway facility name

- ④ the number of “Mixed Plan” ULDs (for multiple sort divisions).

▼ Example ULD Linehaul Mailing Statement

Print Post ULD Linehaul Mailing Statement

Lodgement office: _____ Linehaul from: _____

Lodgement date: _____

Mailing agent name: _____ Contact number: _____

Charge account number: _____ Charge account name: _____

Publication title(s): _____ Customer ref number: _____

State	Facility name	Single Plan		Mixed Plan	
		No. of ULDs	ULD charge	No. of ULDs	ULD charge
NSW/ACT	Sydney West LF				
Vic/Tas	Dandenong LC				
Qld	Northgate MC				
WA	Perth MC				
SA	Adelaide LF				
NT	Darwin MC				
Totals					

Total ULDs _____

Total charge _____

4.5.2 Preparing a ULD for interstate linehaul

A ULD may be topped up with Print Post articles for different sort divisions and Residue subject to the following:

- Articles contained within a ULD must all terminate in the same state.
- Residue bundles must be placed on top of Postcode Direct and Area Direct in mixed sort division ULDs. Do not place Residue bundles into a ULD containing a single sort division.
- Arrange articles for each particular sort division to form complete horizontal layers.
See section 4.3.2.

4.5.3 Consolidation and linehaul

Consolidated lodgements may be linehauled using Australia Post transport. The linehaul fee will be charged to the mailing agent's Australia Post Business Credit Account.

The Consolidated ULD Manifest must list each of the job numbers and publication titles contained in the consolidated lodgement. See section 4.2.1.

For more information

Please contact your Australia Post representative or email us.



printpostadmin@auspost.com.au



auspost.com.au/printpost



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Print Post Terms and Conditions

The Australia Post Terms and Conditions (AP Terms) govern the use of Print Post. The AP Terms can be found at **auspost.com.au/terms-conditions**. Section 6 of the AP Terms contains the Service Schedules with the relevant terms and conditions for each of the bulk mail services. Please ensure that you are familiar with the AP Terms before using the Service.

Disclaimer

This guide presents the Print Post service and explains its conditions of use. It is intended for the guidance of customers in preparing and lodging articles within Australia for carriage by Australia Post.

Although correct at the date of publication, 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.

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