



Letters: Summary of changes

Introduction

Australia Post is increasing the postage rate for ordinary small letters for the first time in eleven years. A summary of changes to rates of postage for small, large, prepaid envelopes and other associated products are detailed on this summary sheet.

Date of effect

13 January 2003

Ordinary Letters

- A 5 cent increase to the rate of postage for Small Letters from 45¢ to 50¢.
- A 2 cent increase to the rate of postage for Large Letters up to 125g from 98¢ to \$1.00.
- A 2 cent reduction to the rate of postage for Large Letters over 125 up to 250g from \$1.47 to \$1.45.

Seasonal Greeting Cards (November and December only)

- A 5 cent increase to the small seasonal greeting card rate (effective Nov 2003) from 40¢ to 45¢.
- Introduction of a large seasonal greeting card rate up to 125g (effective Nov 2003) at 90¢.

Ordinary Letters barcoded and metered

- A 5 cent increase to the ordinary barcoded and metered Small Letter from 43¢ to 48¢.
- A 1 cent increase to the ordinary barcoded and metered Large Letter up to 125g from 94¢ to 95¢.
- A 1 cent reduction to the ordinary barcoded and metered Large Letter over 125 up to 250g from \$1.41 to \$1.40.
- A 1 cent reduction to the ordinary barcoded and metered Large Letter over 250 up to 500g from \$2.36 to \$2.35.

Local Delivery

- A 5 cent increase to Small Letters up to 125g from 41¢ to 46¢.
- Broad banding the Medium Letter 0–50g and over 50 up to 125g weight step to a single weight step 0–125g change in price to 60¢.
- A 2 cent decrease for Medium Letters over 125 up to 250g to 85¢.
- Broad banding the Large Letter 0–50g and over 50 up to 125g weight step to a single weight step 0–125g change in price to 85¢.

PrePaid Envelopes

- A 6 cent increase to the single PrePaid small envelope from 54¢ to 60¢.
- A 1 cent increase to the single PrePaid C5 envelope from \$1.19 to \$1.20.
- A 2 cent decrease to the single PrePaid C4 envelope from \$2.37 to \$2.35.
- Changes to the discount structure for envelopes sold in packs of 10.

Full pricing details are contained in the *Post Charges Booklet* (8833665) available after 13 December 2002 on request at your post office.



PreSort Letters: Summary of changes

Introduction

Major changes to the PreSort Service are summarised in this sheet. Full details of the PreSort Service conditions are contained in the *PreSort Letters Service Guide* (8833700), available after 13 December 2002.

Date of Effect.

13 January 2003.

Extension of AdPost Prices

Current AdPost prices will be extended until 12 January 2003. From 13 January 2003 letters containing promotional content may be lodged using the PreSort Service at either Regular, Off Peak, or Charity Mail prices, as applicable.

Measurement of Promotional Mail Volumes

To facilitate the collection of statistical information, the PreSort lodgement document has been amended to include a question to indicate if the lodgement is for promotional purposes. Completion of this tick box is preferred, however if the tick box is not completed the lodgement will be accepted.

Introduction of Unbarcoded Residue Price Point

The current 90/10 allowance will be withdrawn and replaced with a price point in each letter category for Unbarcoded PreSort Letters. There are no restrictions on the quantity of unbarcoded letters that may be included as part of a PreSort Letters lodgement.

Addressing Conditions

The addressing conditions for a PreSort Letter lodgement will be identical for both barcoded and unbarcoded letters. The current unbarcoded residue addressing conditions have been removed and the barcode addressing requirements will be applicable for the entire lodgement.

New Letter Category

A new letter category known as *Small Plus Letters* will be introduced. The maximum dimensions of a Small Plus Letter for the PreSort Service are:

Height	162mm
Length	240mm
Thickness	5mm
Weight	125 grams
Length	must be at least 1.2 times the width (for PreSort Letters only).

The new category will fall between the Small and Medium Letter categories and suit the dimensions of a C5 envelope. Small Plus letters will be processed in the same stream as Small Letters (ie presented in Small Letter trays and using Small Letter tray labels).

Broad banding of current weight steps

The weight steps for Medium and Large letters have been redefined. These changes are summarised in the table below. Full details on letter category dimensions are available in the *PreSort Service Guide* (8833700).

Letter Size	Current	Effective 13 January 2003
Small Plus	N/A	0 – 125 grams
Medium	0 – 50 grams Over 50 – 125 grams	0 – 125 grams
Large	0 – 50 grams Over 50 – 125 grams	0 – 125 grams



Clean Mail: A New Service

Introduction

The Clean Mail Service is available to customers that present unbarcoded letters of a standard suitable for processing by mechanised letter sorting equipment. Full details of the conditions for access to the Clean Mail Service are contained in the *Clean Mail Service Guide* (8838878). The new Clean Mail Service Guide will be available after 13 December 2002.

Date of Effect

13 January 2003.

Scope

The Clean Mail Service is available for Small and Small Plus letter categories only.

Entry Requirement

A minimum of 300 letters of the same size category are required per lodgement to access the Clean Mail Service.

Article Dimensions

	Small Letters	Small Plus Letters
Maximum Weight	125g	125g
Minimum Size	88 x 138mm	88 x 138mm
Maximum Size	130 x 240mm	162 x 240mm
Maximum Thickness	5mm	5mm
Shape	Oblong [†]	Oblong [†]
Common Examples	DL (110 x 220mm) C6 (114 x 162mm)	C5 (162 x 229mm)

[†] The length must be at least 1.414 times the width.

Prices

The prices for the Clean Mail Service are as follows:

	Small	Small Plus
Price	\$0.45	\$0.70

Payment Options

Charge account, cash or postage meter.

Supporting Documentation

Each Clean Mail lodgement must be supported with lodgement documentation. The type of documentation will depend on the payment method selected.

A *Clean Mail Lodgement Document* (8838879) is required for charge account lodgements and cash bulk lodgements – available after 13 December 2002.

A *Meter Lodgement Document* (8838236) is required for metered lodgements.

Letter Prices: Effective 13 January 2003

Letters

SIZE	WEIGHT (g)	Current		New	
Small	Up to 250	0.45	0.50		
	Up to 125	0.98	1.00		
Large	Over 125–250	1.47	1.45		
	Over 250–500	2.45	2.45		

Letters – Seasonal Greetings

SIZE	WEIGHT (g)	Current		New	
Small	Up to 250	0.40	0.45		
Large	Up to 125	0.98	0.90		

Letters – Barcoded and Metered

SIZE	WEIGHT (g)	Current		New	
Small	Up to 250	0.43	0.48		
	Up to 125	0.94	0.95		
Large	Over 125–250	1.41	1.40		
	Over 250–500	2.36	2.35		

PrePaid Envelopes

TYPE	SIZE	Single		1–4 Packs of 10		5+ Packs of 10	
		Current	New	Current	New	Current	New
Plain Face	DL (110 x 220)	0.54	0.60	5.13	5.85	4.86	5.70
	C6 (114 x 162)	0.54	0.60	5.13	5.85	4.86	5.70
	C5 (162 x 229)	1.19	1.20	11.31	11.70	10.71	11.40
	C4 (324 x 229)	2.37	2.35	22.52	22.91	21.33	22.33
	B4 (353 x 250)	2.70	2.70	25.65	26.33	24.30	25.65
		Single	Pack of 50	Box of 500			
Window Face	DL (110 x 220)	—	—	25.55	29.70	244.50	286.00
	C6 (114 x 162)	—	—	25.55	29.70	244.50	286.00

Local Delivery Letters (specified postcodes only)

SIZE	WEIGHT (g)	Current		New	
Small	Up to 125	0.41	0.46		
	Up to 50	0.54	0.60		
Medium	Over 50–125	0.65	0.65		
	Over 125–250	0.87	0.85		
Large	Up to 50	0.76	0.85		
	Over 50–125	0.93	1.20		
	Over 125–250	1.20	1.20		
	Over 250–500	1.31	1.30		

Clean Mail Letters

SIZE	WEIGHT (g)	Current		New	
Small	Up to 125	N/A	0.45		
Small Plus	Up to 125	N/A	0.70		

Note: For External Territories the GST free price will be the same as the GST inclusive price shown above.

PreSort Letters Prices: Effective 13 January 2003

PreSort Letters

REGULAR DELIVERY

SIZE	WEIGHT (g)	Barcode Direct Tray		Barcode Direct Tray		Barcode Residue		Unbarcoded Residue	
		Same State		Other States		All States		All States	
		Current	New	Current	New	Current	New	Current	New
Small	Up to 125	0.374	0.374	0.385	0.385	0.424	0.424	0.424	0.450
	Charity Mail	0.312	0.312	0.323	0.323	0.356	0.356	0.356	0.450
Small Plus	Up to 50	0.461	0.473	0.478	0.495	0.614	0.572	0.614	0.700
	Over 50–125	0.565		0.598		0.724		0.724	
Medium	Up to 50	0.461	0.561	0.478	0.594	0.614	0.671	0.614	0.803
	Over 50–125	0.565		0.598		0.724		0.724	
	Over 125–250	0.724	0.724	0.779	0.779	0.889	0.889	0.889	1.034
Large	Up to 50	0.735	0.770	0.790	0.825	0.900	0.935	0.900	0.980
	Over 50–125	0.790		0.845		0.933		0.933	
	Over 125–250	1.119	1.111	1.229	1.221	1.338	1.331	1.338	1.430
	Over 250–500	1.591	1.584	1.700	1.694	1.810	1.804	1.810	1.980

PreSort Letters

OFF PEAK DELIVERY

SIZE	WEIGHT (g)	Barcode Direct Tray		Barcode Direct Tray		Barcode Residue		Unbarcoded Residue	
		Same State		Other States		All States		All States	
		Current	New	Current	New	Current	New	Current	New
Small	Up to 125	0.363	0.363	0.374	0.374	0.402	0.402	0.402	0.435
	Charity Mail	0.296	0.296	0.301	0.301	0.340	0.340	0.340	0.435
Small Plus	Up to 50	0.434	0.451	0.445	0.473	0.587	0.550	0.587	0.671
	Over 50–125	0.516		0.533		0.675		0.675	
Medium	Up to 50	0.434	0.528	0.445	0.534	0.587	0.638	0.587	0.759
	Over 50–125	0.516		0.533		0.675		0.675	
	Over 125–250	0.653	0.653	0.669	0.669	0.818	0.818	0.818	0.946
Large	Up to 50	0.713	0.748	0.757	0.792	0.878	0.902	0.878	0.957
	Over 50–125	0.768		0.823		0.911		0.911	
	Over 125–250	1.048	1.045	1.119	1.111	1.268	1.254	1.268	1.353
	Over 250–500	1.300	1.298	1.372	1.364	1.569	1.551	1.569	1.815

Note: For External Territories the GST free price will be the same as the GST inclusive price shown above.