

PreSort Letters Service Guide

Includes Charity Mail Service

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Large letters: Important information is highlighted throughout with this icon.

This booklet presents the PreSort Letters Service and explains its conditions of use.

The Booklet is intended for the guidance of customers in preparing and lodging letters within Australia for carriage by Australia Post.

Although correct at the date this booklet went to print, postal charges, National PreSort Plans and other conditions are subject to revision from time to time and services may be modified, added to or withdrawn.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. The date of effect for these service conditions is 13 January 2003.

Approved by Group Manager Letters.

The PreSort Letters Service

1. Introduction to the PreSort Letters Service

The PreSort Letters Service is available for customers who post 300 or more barcoded letters.

The service offers reduced prices to those customers who can sort letters into a particular order, place them into appropriately labelled trays, complete documentation prior to posting at a designated postal outlet and comply with relevant mailing conditions.

When customers prepare their lodgement according to the conditions of the PreSort Letters Service, Australia Post can more efficiently process and deliver mail, in return offering customers lower postage prices.

The purpose of this Guide is to provide customers with the service terms and conditions for PreSort Letters.

2. Scope of the PreSort Letters Service

This service is only available to customers who lodge in excess of 300 barcoded letters weighing up to 500g for delivery within Australia and its Territories. PreSort Letters are to be lodged in trays.

3. Service Features

3.1 Delivery Timetables

Two delivery standards are available to customers who use the PreSort Letters Service:

3.1.1 Regular Delivery is Australia Post's normal delivery service for letters.

3.1.2 Off Peak Delivery is a service for non-time critical mail. It provides customers with the option to use a less expensive service that allows Australia Post to deliver letters up to an additional three business days beyond Regular Delivery.

3.2 Interconnect Option

Customers have the option to arrange their own interstate transport to interconnect with Australia Post's letters service network at *designated facilities* in the States of destination and benefit from cheaper Same State prices.

Customers are required to complete an application form – *Application for Lodgement of PreSort Letters* (8835117) nominating the mail centre/s where the letters are to be presented for lodgement and forward the application to the Australia Post contact (as listed on the inside back cover of this Guide) in the State in which their business is located.

Supporting lodgement documentation is required at the time of mailing.

3.3 Supplementary Services

Charity Mail and the Registered Post service can be used in conjunction with the PreSort Letters Service.

3.4 Postage Meters

A postage meter may be used as a payment method for the PreSort Letters Service.

The published PreSort Letters price, as appropriate, must be printed on the top right hand corner of the address side of each letter. If a date is included in the meter impression it must be the date of lodgement.

For additional information on metering, refer to the *Conditions of Usage for Meters and Franking Machines* booklet (8833675).

4. PreSort Letter Categories

The letter categories eligible for the PreSort Letters Service are *Small Letters*, *Small Plus Letters*, *Medium Letters*, and *Large Letters*.

Charity Mail prices are applicable only for Small Letters.

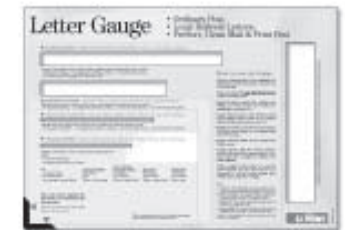
	Small Letters	Small Plus Letters	Medium Letters	Large Letters
Max. Weight	125g	125g	250g	500g
Min. Size	88 x 138mm	88 x 138mm	—	—
Max. Size	130 x 240mm	162 x 240mm	260 x 180mm	360 x 260mm
Max. Thickness	5mm	5mm	20mm	20mm
Shape	Oblong [†]	Oblong [†]	Rectangular*	Rectangular*
Common Examples	DL-110 x 220mm C6-114 x 162mm	C5-162 x 229mm	C4-229 x 324mm B5-176 x 250mm	B4-250 x 353mm B6/C4-125 x 324mm for legal documents

[†] It is preferred that the length is at least 1.2 times the width. Articles with a length less than 1.2 times the width may be accepted subject to satisfactory test results - refer Section 15.

* A square is an equilateral rectangle

Customers can obtain a copy of a convenient *Letter Gauge* (8833667) from their lodgement facility.

► *Letter Gauge (8833667) – for Small, Small Plus, Medium and Large Letters*



5. PreSort Letters Prices

The PreSort postage prices for letters vary by category and weight according to the destination and the level of presorting.

For charging purposes, the ACT is considered to be part of NSW, and South Australia does not include Northern Territory.

The prices for Regular and Off Peak Letters are printed on the following page. All prices are GST inclusive.

Refer to Appendix 12 for conditions for access to the Charity Mail Service pricing. Charity Mail prices are applicable only for Small Letters.

Note: For External Territories the GST exclusive price will be the same as the GST inclusive price shown in the PreSort Letters price table.

PreSort Letters Prices from 13 January 2003

		REGULAR				OFF PEAK			
		Barcode Direct Tray	Barcode Residue	Unbar- coded Residue		Barcode Direct Tray	Barcode Residue	Unbar- coded Residue	
PreSort Letters									
SIZE	WEIGHT (g)	Same State	Other State	All States	All States	Same State	Other State	All States	All States
Small	Up to 125	37.4	38.5	42.4	45.0	36.3	37.4	40.2	43.5
Small Plus	Up to 125	47.3	49.5	57.2	70.0	45.1	47.3	55.0	67.1
Medium	Up to 125	56.1	59.4	67.1	80.3	52.8	53.4	63.8	75.9
	Over 125–250	72.4	77.9	88.9	103.4	65.3	66.9	81.8	94.6
Large	Up to 125	77.0	82.5	93.5	98.0	74.8	79.2	90.2	95.7
	Over 125–250	111.1	122.1	133.1	143.0	104.5	111.1	125.4	135.3
	Over 250–500	158.4	169.4	180.4	198.0	129.8	136.4	155.1	181.5

PreSort Letters eligible for the Charity Mail Service

Small	Up to 125	31.2	32.3	35.6	45.0	29.6	30.1	34.0	43.5
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All prices are in cents.

6. Conditions for Same State Prices

PreSort Letters attract same State charges when the following conditions are met:

- the letter is for delivery *within* the same State as the State of lodgement as defined in the Barcode Sort Plan (BSP); and
- the letters are lodged within that State.

7. Approval to lodge PreSort Letters

7.1 Application for Lodgement of PreSort Letters

Customers intending to lodge PreSort Letters need to apply to use the service before they make their initial lodgement. The *Application for Lodgement of PreSort Letters* (8835117) is available at all postal outlets. An example of the Application is in Appendix 2. On approval, customers can commence lodging their PreSort Letters at the designated approved postal outlet.

Normally, Australia Post grants approval to lodge PreSort Letters only at Mail Centres or Business Centres. Exceptionally, a Retail Area Manager may approve a PreSort lodgement at a Post Office. Australia Post reserves the right to vary the approved lodgement facility at any time.

Note: It is recommended that customers intending to lodge PreSort Letters for the first time should submit sample letters to Australia Post for testing of barcode accuracy and readability. Information relating to the Barcode Quality Program is available at www.bqp.com.au

7.2 Advance Notification of Large Lodgements at Mail Centres

Limited spare capacity at some lodgement points means customers are requested to provide advance notice to the Officer-In-Charge of the facility for lodgements over 50,000 PreSort Letters, no later than the Friday of the week prior to lodgement.

If customers make regular lodgements at the same facility they can enter into standing arrangements and avoid the need for notification.

8. Unbarcoded PreSort Letters

It is unlikely that customers will be able to apply a barcode to all letters generated from a database. To reduce the incidence of multiple lodgements from the same source data, customers have an option to lodge barcoded and unbarcoded PreSort Letters together as a single lodgement using the same lodgement documentation.

8.1 AMAS Processing

It is a requirement of the PreSort Letters Service that all letters within the lodgement were presented to current AMAS software and a DPID assignment was attempted. Customers may be requested to provide an Address Matching Processing Summary Report as evidence – refer to Appendix 5.

8.2 Quantity of Unbarcoded Letters

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

8.3 Addressing Conditions

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

8.4 Prices

All unbarcoded letters in a PreSort Letters lodgement are charged at the applicable Unbarcoded Residue price for the size category, weight step and delivery standard.

9. Conditions for access to the PreSort Letters Service

9.1 Minimum Lodgement Requirements

A minimum of 300 barcoded letters of the same size category, weight step and delivery standard is required to access the PreSort Letters Service.

9.2 Sender

Letters contained within a PreSort Letters lodgement may originate from more than one sender, subject to the following conditions;

- Each lodgement contains a minimum of 10,000 letters of the same size category and weight/price step.
- Each lodgement consists of letters of the same;
 - *Delivery standard* i.e., all regular or all off peak; and
 - *Category* i.e., all with or without Charity Mail.

- All letters are metered at the applicable published rate.
- The Australian return address is shown on the outside of each letter.

9.3 PreSort Categories

Customers are required to sort their PreSort Letters into letter trays according to the Barcode Sort Plan (BSP). (See Appendix 16).

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

Refer to Section 16 for conditions that apply to each PreSort category.

9.4 Barcoding of PreSort Letters

Australia Post maintains a comprehensive database of addresses (the Postal Address File), in which each address has a unique Delivery Point Identifier (DPID) number. Customers must use Address Matching Approval System (AMAS) certified software to obtain the correct DPID for each address, and print this on the article as a barcode. A list of AMAS software vendors is available at www.amas.com.au

Refer Appendix 9 for more information on AMAS.

9.4.1 Access to the PreSort Letters Service prices is conditional upon customers certifying that current AMAS approved software is in use and that the DPIDs contained within address records used to produce the mailing are valid against the latest version of the PAF.

9.4.2 The AMAS declaration is included as part of the Australia Post supplied lodgement documentation e.g. *PreSort Letters Lodgement Document* (8835114) and the *PreSort Letters - Meter Lodgement Document* (8838236).

9.4.3 Should a customer repeatedly present letters that are subsequently rejected due to incorrect assignment of DPIDs, Australia Post reserves the right to request subsequent lodgements be supported with documentary evidence that the mailing extract has been processed against the latest version of the PAF. To assist in this regard, it is mandatory for AMAS approved batch software to generate an Address Matching Processing Summary Report. An example of this report is provided in Appendix 5.

9.4.4 Barcodes printed on letters lodged under the PreSort Letters service must conform to the specifications contained at Appendix 10. Australia Post provides the Barcode Quality Program (BQP) to both customers and suppliers to test the quality of barcodes prior to the print production stage. Information on BQP is available at www.bqp.com.au

10. Mandatory Correct Addressing Conditions

To access the PreSort Letters Service customers need to be aware of the mandatory correct addressing conditions which apply when preparing their mail. All letters are subject to mandatory correct addressing requirements. Where applicable, non compliance will result in the application of full rate ordinary letter prices, or Clean Mail Service prices, for the entire lodgement.

Details are outlined as follows:

10.1 Address Block Requirements

Address lines (excluding barcode placement) must be left justified.

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

If using window panel envelopes, the entire address block, including barcode, must be clearly visible through the window panel when presented for lodgement.

For Small Letters and Small Plus Letters, the address and barcode must be parallel to the long side of the envelope.



For Medium Letters and Large Letters, the address and barcode can be oriented to either portrait or landscape. It is recommended that the address and barcode are oriented in the same direction, with the barcode positioned close to, and above, the address.

The address lines are printed in the 'address zone' of the envelope. Refer to Appendix 7 and 8.

The barcode is printed within the allowable printing zone for barcodes. Refer to Appendix 7 and 8.

There must be a clear zone (no printing) around the barcode as follows;

- 6mm to the left and right
- 2mm from the top and bottom

Non-address information, such as customer reference codes, sort plan number, etc, may be located above or below the barcode, provided the 2mm clear zone is observed. There is no requirement for this information to be left justified.

Alternatively, this information may be printed on the same line as the barcode, provided the 6mm clear zone is observed.

10.2 Address Format Requirements

Second last line: Must contain the number and name of street or thoroughfare or PO Box or Bag number.

Bottom line: It is recommended that the place name, State abbreviation and postcode be printed on the same line. Customers can access Barcode PreSort prices if the State abbreviation is not present or on the same line as the place name and postcode.

The printing of the bottom line in CAPITALS is strongly recommended.

Additional address information such as business or persons name, must be placed above the last two lines of the address and not below, alongside or within these lines.

10.3 Font Requirements

Any font is acceptable, provided it is human readable. It is preferred that fonts be structured in 12 point and it is strongly recommended that print characters do not touch or overlap.

10.4 Print Characteristics

Barcodes must conform to specified barcode dimensions, skew tolerance, length and density requirements. Specifications are given at Appendix 10.

There are no fixed print character sizings, but should be of sufficient size to ensure human readability.

Whilst attributes such as italics or bolding are permitted, their use should be avoided.

Red, orange and yellow inks must not be used. Dark inks such as black are preferred.

11. Advertising on PreSort Letters

On all PreSort Letters advertising must be:

- Located 6mm clear from left and right of the barcode, allowing for insert shift.
- Located 2mm clear from top and bottom of the barcode, allowing for insert shift.

Advertising content may be printed on the front and back of PreSort Letters.

In developing advertising creative, customers should avoid using objects that may be interpreted as barcodes by processing equipment. If any doubt exists, please arrange for testing as outlined in Section 15.

Where problems are encountered with the processing of PreSort Letters, Australia Post will liaise with the customer concerned in order to avoid similar problems re-occurring.

12. Mandatory Inscriptions on PreSort Letters

12.1 Postage Paid Imprint

All PreSort Letters that are not metered must bear a Postage Paid imprint.

The Postage Paid Imprint must be positioned in the top right hand corner of the envelope, postcard, address sheet, or wrapper.

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

- Maximum: 26 x 40mm
- Minimum: 19 x 25mm



12.2 Return Address

An Australian return address is required to be shown on each letter within a lodgement, ie. either a Post Office Box Number or a street address.

Australia Post prefers return addresses to be on the upper left-hand corner of the address side of the envelope, postcard, address sheet or wrapper. Alternatively, return address information may be printed on the back of the article.

12.3 Off Peak Indicator

Inclusion of an "OFF PEAK" indicator is required on each PreSort Letter, to access the Off Peak Delivery Service.

The guidelines for the printing of an Off Peak indicator on envelopes, postcards, address sheets and wrappers are as follows:

The words **OFF PEAK** in capital letters with lettering of a minimum size of 18 points (4.6mm high) are to be printed to the left of the Postage Paid Australia imprint. A postage meter may be used to print the OFF PEAK indicator. The correct arrangement of the two words is as indicated, with the words OFF PEAK centred.

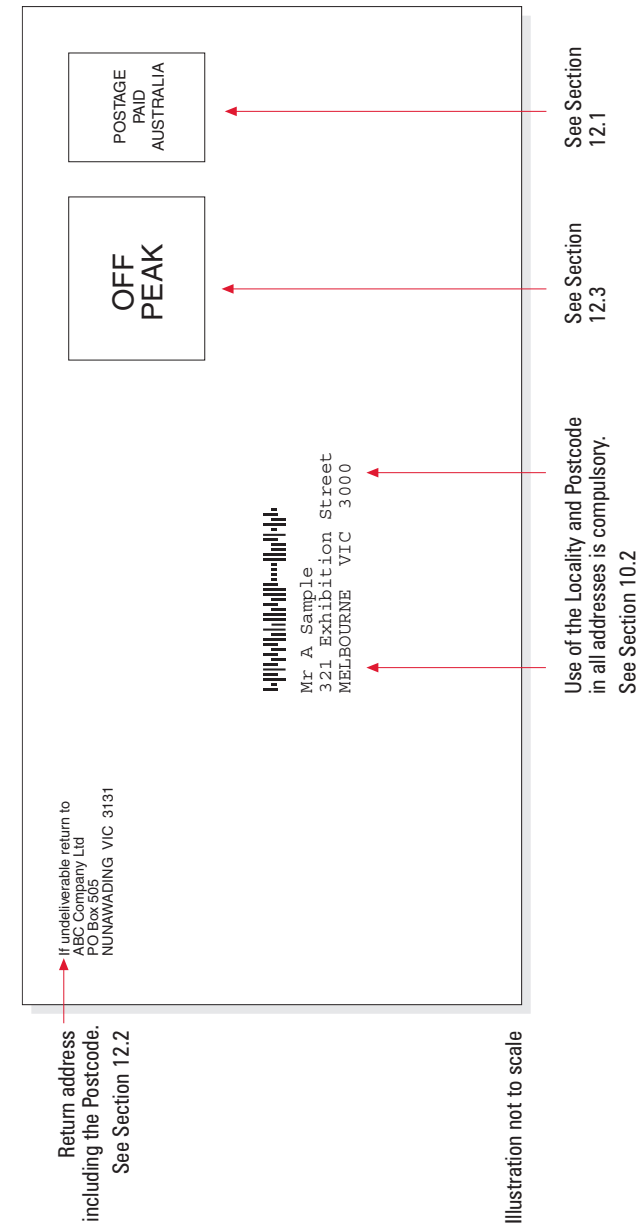


While 18 point is the minimum size for standard size articles, customers are encouraged to use at least 24 point (6.1mm high) for Large Letter size articles.

Boxing: The words OFF PEAK need to be placed in a rectangular box with the minimum dimensions of 35 x 30mm.

Colour: A particular colour has not been specified. Blue, black, dark green for example are acceptable colours. Except where postage meters are used, red toning may not be used to avoid possible interference with mail handling equipment.

▼ Example layout for an envelope, postcard, address sheet or wrapper



12.4 Alternative OFF PEAK Indicator/Postage Paid Imprint

The words **OFF PEAK** in capital letters with lettering of a minimum size of 3mm high are to be printed in the centre of the Postage Paid Australia imprint. The correct arrangement of the words is as indicated, with the words OFF PEAK centred.

POSTAGE PAID
OFF PEAK
AUSTRALIA

Boxing: The words OFF PEAK are to be printed in a rectangular box with the minimum dimensions of 35 x 7mm.

12.4.1 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.

13. Article Characteristics

13.1 Colours for Envelopes, Postcards or Address Sheets

There are no restrictions on the article colour provided the background against which the barcode is printed meets the minimum reflectance requirement contained at Appendix 11.

Envelope paper must be without patterns or pronounced fibres, which interfere with mechanised letter sorting equipment.

13.2 Window Panel Envelope Requirements

The entire address block, including barcode, must be visible through the window panel when presented for lodgement.

The address area visible through the window panel must meet the minimum reflectance requirements contained at Appendix 11.

Large Letters The recommended minimum size window panel for envelopes larger than C5 is 45mm x 95mm (height x width).

One of the main requirements of panel envelopes is that they have good clear panels. The technical specification for transparent panels is that, when measured by a suitable photometric method, the contrast ratio of the panel must not exceed 25%.

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

Open window panels are not permitted. The envelope paper should be securely adhered to the transparent material up to and around the entire panel edge so that parts of letter processing machinery and corners of other letters cannot get caught between the transparent material and the panel edges.

Where doubt exists regarding window panels, customers are requested to submit a sample of letters for testing to determine suitability for machine processing.

13.3 Plastic Wrapping

The following table shows the category of letters that are wrapped in plastic which are eligible for PreSort prices.

Category	Eligibility of Plastic Wrapping
Small Letters	Eligible – <i>Provided they are in Direct Trays</i>
Small Plus Letters	Eligible – <i>Provided they are in Direct Trays</i>
Medium Letters	Eligible
Large Letters	Eligible

Plastic wrapping should be polypropylene/polyethylene or similar film, anti-static, medium impact resistant IR2, with a co-efficient of friction of medium slip in accordance with AS 1326-1972, and a minimum thickness of 25 microns.

The plastic wrapper may be any colour including reflective material. However the address block and barcode must be printed over a surface which observes the reflectance/contrast requirements – refer Appendix 11.

When in doubt, a suitable sample should be submitted to Australia Post for testing prior to its introduction into service.

Plastic wrapping should be as tight as possible as any excess wrapping may interfere with processing and cause damage to either the wrapper or the article.

It is acceptable for the plastic wrapper to overhang *one edge of the article*, as follows.

Category	Maximum overhang
Small Letters	10mm
Small Plus Letters	10mm
Medium Letters	35mm – <i>for articles up to 10mm thick</i> 60mm – <i>for articles over 10mm thick</i>
Large Letters	35mm – <i>for articles up to 10mm thick</i> 60mm – <i>for articles over 10mm thick</i>

The seam must not intersect the barcode, when presented for lodgement.

The maximum skew permissible for an address sheet is ± 10 degrees to the article edge, when presented for lodgement.

The combined skew of the address sheet and barcode must not exceed ± 15 degrees to the article edge, when presented for lodgement.

13.4 Flexibility of Small Letters and Small Plus Letters

The contents of Small Letters and Small Plus Letters must be reasonably flexible to ensure that they can be processed through high speed letter sorting equipment. Small Letters and Small Plus Letters that are too rigid or stiff are ineligible for the PreSort Letters Service (but may be accepted as Medium Letters). Some examples of prohibited enclosures includes pencils, pens, audio cassettes and compact disks enclosed in a hard case.

Where doubt exists regarding the flexibility of letters, customers are requested to submit a sample of letters for testing to determine suitability for machine processing.

14. Mandatory Conditions – Non Compliance

Acceptance staff at the lodgement facility will perform an inspection to determine if a lodgement satisfies the correct addressing conditions.

If a lodgement does not qualify for PreSort prices, customers have the option of:

- (a) Withdrawing the lodgement, modifying and re-presenting it at a later date, or
- (b) Lodging the letters at either the full rate ordinary prices applicable at the time, or Clean Mail if eligible.

Note: Off Peak lodgements that do not qualify for PreSort Letters prices, and are lodged in the full rate ordinary letter service, will be despatched in accordance with the regular delivery transport schedules. Australia Post will do all it can to ensure that the lodgement meets the regular delivery timetables but this cannot be guaranteed because of the OFF PEAK indicator on the letters.

15. Testing

Customers who are concerned that their letters may not satisfy all PreSort Letters Service requirements can request a preliminary test prior to lodgement. Tests can be conducted on the following;

- Barcode readability
- Envelope colour, patterns or paper quality
- Flexibility
- Positioning of advertising material
- Plastic wrapping
- Window panel quality/enclosure colours or patterns
- Shape

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

Customers who intend to regularly lodge a non-complying mail piece, which has passed testing, may apply for standing approval.

Requests for testing should be directed to:

Australia Post
Attn Manager Customer Connections
GPO BOX 1777
MELBOURNE VIC 3001

16. Presentation of Letters at Lodgement

16.1 PreSort Categories

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

- Barcode Direct Trays
- Barcode Residue Trays
- Unbarcoded Trays

16.1.1 Barcode Direct Tray (BDT)

A BDT is a tray containing barcoded letters where all addresses belong to a *single sort plan number* (postcode range) as defined in the Barcode Sort Plan (BSP).

To qualify for a BDT price, a minimum of 300 letters or 4kg of letter weight (excluding the weight of the tray) where all addresses belong to a single sort plan as contained in the BSP is required.

Sequencing of letters in postcode ascending order is preferred but not mandatory.

Overflow trays can be lodged. An overflow tray is a less-than-full tray that contains all letters remaining after the preparation of full trays for the same sort plan number. A maximum of one overflow tray for each BSP sort plan number per lodgement is permitted.

16.1.2 Barcode Residue Trays

PreSort Letters that are not sorted to a higher level should be presented in separate residue trays.

For barcoded residue volumes of fewer than 2,000 letters, it is not necessary to sort letters into separate residue tray destinations as indicated below. Customers instead can make up national barcoded residue trays using the State of lodgement label.

Letters in residue trays must all be faced in the one direction.

For the PreSort Letters Service, where residue volumes are of 2,000 letters or more, customers are required to sort and present letters in separate Barcoded Residue Trays according to the following 8 destinations.

- Sydney
- Melbourne
- Brisbane
- Adelaide
- Perth
- Hobart
- Canberra
- Darwin

16.1.3 Unbarcoded Trays

Eligible unbarcoded letters must be presented in separate trays.

For unbarcoded volumes of fewer than 2,000 letters, it is not necessary to sort letters into separate tray destinations as indicated below. Customers instead can make up national unbarcoded trays using the State of lodgement label.

Letters in trays must all be faced in the one direction.

Where unbarcoded volumes are of 2,000 letters or more, customers are required to sort and present unbarcoded letters into trays according to the following 8 destinations.

- Sydney
- Melbourne
- Brisbane
- Adelaide
- Perth
- Hobart
- Canberra
- Darwin

18.2 Preprinted Tray Labels

Australia Post provides preprinted label stock at no cost. When used, preprinted labels must be completed as shown in Sections 21 to 23, including stamping each label with the name and address of the organisation making the lodgement.

Tray label versions are summarised below:

Label Description	Number of Labels	
Small Tray labels	54	(1 x each of the 54 BSP's)
	16	(8 x BSP Residue + 8 x Unbarcoded)
	70	
Large Tray labels	54	(1 x each of the 54 BSP's)
	16	(8 x BSP Residue + 8 x Unbarcoded)
	70	
Total	140	

A list of the preprinted tray labels can be found at Appendix 14. Customers can order these labels using the following approved stock order forms available from their local lodgement facility. Order forms may also be printed or downloaded from the internet (<http://www.auspost.com.au/traylabels>) and forwarded electronically to lodgement centres.

- *Customer Order For Tray Labels – Small Trays* (8838257)
- *Customer Order For Tray Labels – Large Trays* (8838258)

18.3 Labelling Software

Australia Post offers tray labelling software to customers at no cost. This software runs on Microsoft Windows® NT4.0, 95 or higher platforms. Software order forms can be found on Australia Post's website, or by contacting the Technical Support Centre on 1800 000 242.

Customers may also purchase third party software to generate tray labels. These labels must conform to specifications, which are subject to periodic review. Specifications may be obtained by contacting the Technical Support Centre or by downloading documentation from the internet (<http://www.auspost.com.au/traylabels>). Third party software must be approved by Australia Post prior to use.

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

17. Sort Plan

17.1 Barcode Sort Plan (BSP)

This plan applies to all PreSort letters and across all letter size categories.

There are 54 individual sort regions that comprise the BSP. Sorting of PreSort Letters must be based on the BSP number assigned to each postcode. Details of the BSP are contained at Appendix 16 and are current at the time of publication.

17.2 Sort Plan Updates

Updates to the BSP will be made in April and October each year. To ensure that the current sort plan is in use, it is recommended that the BSP be downloaded from the Australia Post web site at www.auspost.com.au/sortplans

17.3 Compliance with Sort Plan

Acceptance staff at the lodgement facility will perform a check to determine if letters have been sorted correctly. Australia Post reserves the right to reject a PreSort lodgement if an unacceptable number of letters are incorrectly sorted.

Australia Post provides a service for customers and vendors wanting to verify the accuracy of their PreSort sortation software. Further information on this service is available from the Technical Support Centre on 1800 000 242.

18. Tray Labels

18.1 Requirement for Tray Labels

Tray labels containing a barcode of Code 128 type C symbology are required for the PreSort Letters Service.

19. Where, When and How to Lodge

19.1 Where to Lodge

Customers are required to lodge their PreSort letters at the approved office/s (or designated facilities in the case of letters linehauled interstate by carriers other than Australia Post – refer to Section 3.2). Customers may request to vary their approved lodgement office by completing an *Application for Lodgement of PreSort Letters* (8535117). An example of the Application is in Appendix 2.

19.2 When to Lodge

Lodgements of PreSort Letters can be made during business hours applicable to the Mail Centre, Business Centre or Post Office involved.

19.3 How to Lodge – Documentation

Customers are required to support each PreSort lodgement with documentation. The type of documentation will vary depending upon whether a postage meter has been used.

A summary of the required lodgement documentation follows:

	Metered Letters	Non Metered Letters
Lodgement Document	PreSort Letters - Meter Lodgement Document (8838236)	PreSort Letters Lodgement Document (8835114)
Manifest	Not required	Required for lodgements in excess of 2,000 letters

19.3.1 PreSort Letters Lodgement Document (8835114)

A PreSort Lodgement form is to be completed for each lodgement of PreSort Letters in the same price and weight category that is not metered.

Customers are required to indicate the number of letters and other details contained in the lodgement, and to sign a declaration agreeing to the terms and conditions of the PreSort Service. In addition, customers are required to sign the Address Matching Approval System (AMAS) declaration when lodging PreSort Letters.

An example of the lodgement document is in Appendix 3.

19.3.2 Manifest

A manifest is required to support each PreSort Letters lodgement in excess of 2,000 articles that has not been metered. Lodgements of fewer than 2,000 articles do not require a manifest.

The manifest must contain the following information by State and the Northern Territory;

For each State:	Sort Plan No.	Volume (No. of letters)	No. of Trays
Barcode Direct Trays			
- For each Sort Plan Number	✓	✓	✓
- Subtotal	–	✓	✓
Barcode Residue Trays	–	✓	✓
Unbarcoded Trays*	–	✓	✓
State total	–	✓	✓

*Note: This information is required in those instances where barcoded and unbarcoded letters are presented as part of the same lodgement. Refer to Section 8.

A sample manifest is provided at Appendix 6. Approval may be given to customers to vary the layout and content of the manifest to suit local circumstances, provided the minimum core information requirements as outlined above are met.

19.3.3 PreSort Letters - Meter Lodgement Document (8838236)

A *PreSort Letters - Meter Lodgement Document* is to be completed for each metered lodgement of PreSort Letters in the same price and weight category.

Customers are required to indicate the number of letters and other details contained in the lodgement, and to sign a declaration agreeing to the terms and conditions of the PreSort Service. In addition, customers are required to sign the Address Matching Approval System (AMAS) declaration when lodging PreSort Letters.

An example of the lodgement document is in Appendix 4.

20. Availability of Transportation Containers

Containers known as Unit Loading Devices (ULDs) can be obtained from Australia Post, subject to availability and in instances where large mail volumes are to be lodged. Customers should contact their mail facility for further information.

Preparing PreSort Letters for Lodgement

21. Preparing Barcode Direct Trays

A Barcode Direct Tray (BDT) requires a minimum of 300 barcoded letters or 4kg of letter weight (excluding tray weight) where all addresses belong to a single sort plan (postcode range) as defined in the Barcode Sort Plan (BSP).

Preparation/Tray Labelling

Face all Small Letters and Small Plus Letters in the same direction and place into Small Letter Trays, facing the front of the tray.

Large Letters Face all Medium or Large Letters in the same direction and place into Large Letter Trays, face up, with the Postage Paid imprint to the label end of the tray.

Letters are not to be bundled, except for those contained in an overflow tray.

Complete tray labels as follows:

- For Off Peak letters, place a cross in the delivery standard box
- Date of lodgement (for Off Peak only)
- Lodgement/job number
- Name and address of the mailer in the space provided

▼ *Example of a completed label for a Barcode Direct Tray to Barcode Sort Plan 005*

**Sydney West LF
BSP 005**

Date of lodgement (complete for Off Peak lodgements): [Date field]

Delivery Standard: Off Peak

SYD
Sydney

Barcode: 9113 06005023 883800707000

Sender: Ajax Mail NSW (02) 9333 8888

Small Tray Barcoded Job Nr: CBAF 10

Lodgement/Job number: 8838007 JUL 2000

22. Preparing Barcode Residue Trays

Where there are insufficient letters to make a Barcode Direct Tray, customers can prepare Barcode Residue Trays.

Face all Small Letters and Small Plus Letters in the same direction and place into Small Letter Trays, facing the front of the tray.

Large Letters Face all Medium or Large Letters in the same direction and place into Large Letter Trays, face up, with the Postage Paid imprint to the label end of the tray.

Where the residue volumes are of 2,000 or more letters, customers are required to sort and present letters in Barcode Residue Trays according to the following 8 destinations:

- Sydney
- Melbourne
- Brisbane
- Adelaide
- Perth
- Hobart
- Canberra
- Darwin

For Residue volumes of fewer than 2,000 letters, it is not necessary to sort letters into the 8 separate destination Residue Trays. In this instance customers can make up national Barcode Residue Trays using the State of lodgement label.

Customers are required to complete the following details on the Residue Tray label, as follows:

- For Off Peak letters, place a cross in the delivery standard box
- Date of lodgement – for Off Peak only
- Lodgement/job number
- Name and address of mailer in the space provided

▼ *Example of a completed label for Barcoded Residue (Off Peak)*

**Victoria
BSP Residue**

Date of lodgement (complete for Off Peak lodgements): 10/08/01

Delivery Standard: Off Peak

MEL
Melbourne

Barcode: 9113 55992003 883812907000

Sender: Ajax Mail NSW (02) 9333 8888

Large Tray Barcoded Job Nr: NAB 192

Lodgement/Job number: 8838129 JUL 2000

23. Preparing Unbarcoded Trays

Unbarcoded letters must be presented in separate trays.

Face all Small Letters and Small Plus Letters in the same direction and place into Small Letter Trays, facing the front of the tray.

Large Letters

Face all Medium or Large Letters in the same direction and place into Large Letter Trays, face up, with the Postage Paid imprint to the label end of the tray.

Where the volumes are of 2,000 or more letters, customers are required to sort and present unbarcoded letters in trays according to the following 8 destinations:

- Sydney
- Melbourne
- Brisbane
- Adelaide
- Perth
- Hobart
- Canberra
- Darwin

For volumes of fewer than 2,000 letters, it is not necessary to sort letters into the 8 separate destination Residue Trays. In this instance customers can make up national unbarcoded trays using the State of lodgement label.

Customers are required to complete the following details on the Unbarcoded Residue Tray label, as follows:

- Place a cross in the residue box
- For Off Peak letters, place a cross in the delivery standard box
- Date of lodgement – for Off Peak only
- Lodgement/job number
- Name and address of mailer in the space provided

▼ *Example of a completed label for Unbarcoded Residue (Off Peak)*

The diagram shows a completed label for an unbarcoded residue tray. Red arrows point to specific fields with labels: 'Date of lodgement (complete for Off Peak lodgements)' points to the date '10/08/01'; 'Place a cross in the Residue box' points to the 'X' in the 'Residue' field; 'Delivery Standard' points to the 'X' in the 'Off Peak' field; 'Lodgement/Job number' points to 'NAB 192'; and 'Mailer details' points to the sender information 'Ajax Mail NSW (02) 9333 8888'.

Sorting Division		Date	SYD Sydney
All for P/code	Direct Bundle	10/08/01	
	Residue	Off Peak	
	X	X	
 91 13 10992002 883806507000			Sender
Small Tray Unbarcoded			Ajax Mail NSW (02) 9333 8888
8838065 JUL 2000		Job Nr	
		NAB 192	

24. Labelling of Trays

Plastic label pockets are affixed to all letter trays. Prior to lodgement a completed tray label must be placed in the label pocket with the printed side visible.

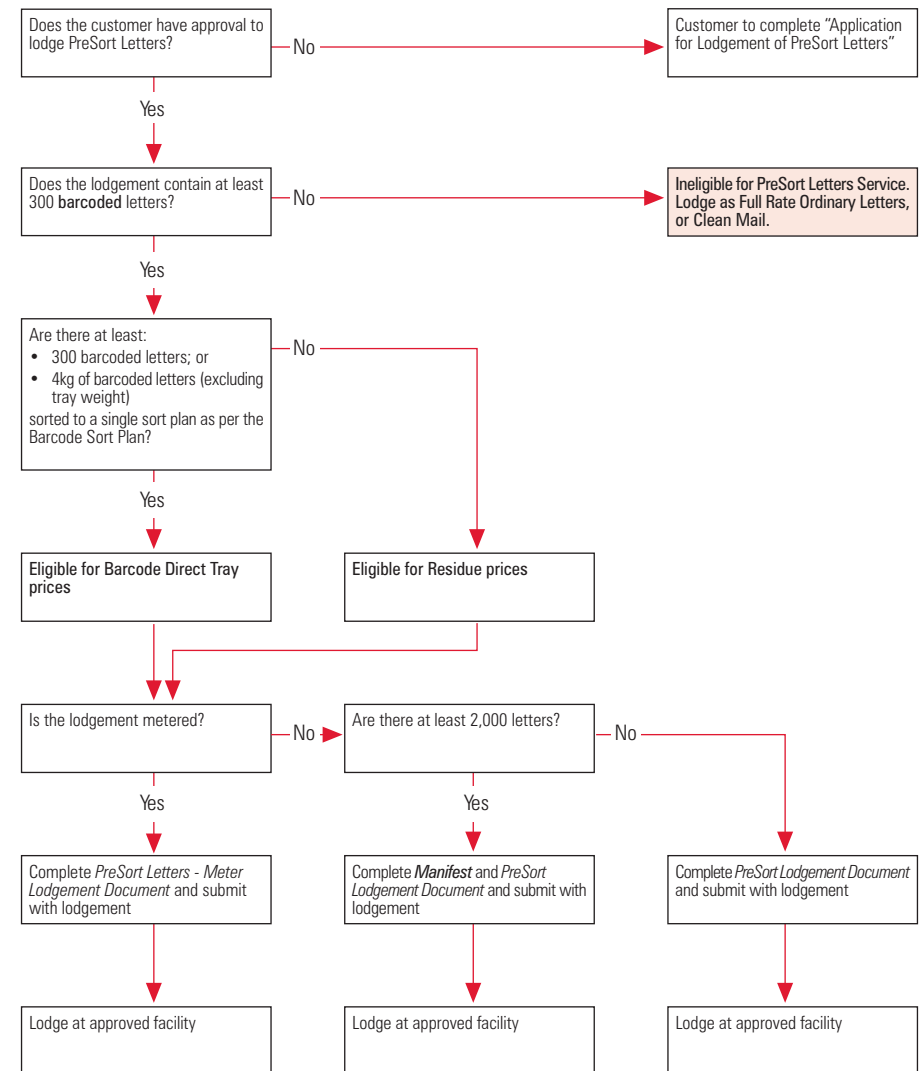
Any old labels on trays must be removed prior to lodgement.

Refer Section 18 for details regarding tray label types and ordering procedures.

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Appendix 1. PreSort Summary Flow Chart



Appendix 2. Application for Lodgement of PreSort Letters (8835117)

PRESORT LETTER SERVICE APPLICATION

ABN 28 864 970 579

Privacy Notice

Your personal information is collected only to enable us to provide you with the products/services you wish us to provide. The products/services may not be provided without this information. You may request access to your personal information while it is stored by us and we will assess your request in accordance with the law. We will give you reasons where we deny access. Call 13 13 18 to contact us.

Customer Details

Business/Company Name

ABN/ACN

Address

Postcode

Contact Name Telephone Number

E-Mail Fax Number

Do you have an Australia Post Charge Account ?
 No If you would like a charge account please ask for an application.
 Yes Charge Account Number

Mailing Details

Approximately how many letters will each lodgement contain?

Will you be lodging letters on a regular basis?
 No One lodgement will occur on

Yes Lodgements will occur on Frequency/Day

Please list the Offices/Mail Centres where you wish to lodge your letters

1.
2.
3.
4.
5.
6.
7.
8.
9.

NOTE: PreSort Letters should be lodged at Australia Post Mail Centres or Business Centres or as otherwise advised in writing by Australia Post. Australia Post may, at any time, in its sole and absolute discretion, direct that PreSort Letters be lodged at an alternative lodgement facility.

Declaration

I hereby declare that:

- 1 I am the customer and/or authorised agent of the customer;
- 2 I have read and agree to the Presort Letters Terms and Conditions;
- 3 All information contained on this document is to the best of my knowledge true and correct.

Signature (Customer or agent) Date

Name (Block capitals please)

Notice

1. This application form is not an offer by Australia Post, but rather an invitation by Australia Post to the applicant to apply to become a PreSort Letter Service customer.
2. No offer by the applicant will be deemed to be made unless and until the applicant has: (i) completed this application form as required; (ii) disclosed all information required by Australia Post; (iii) delivered the completed application form to an Australia Post outlet; and (iv) has otherwise complied with the Australia Post Terms and Conditions regarding the PreSort Letter Service.
3. No contract shall be formed unless Australia Post has notified the applicant in writing that the applicant's offer has been accepted. No oral statements by or on behalf of Australia Post shall constitute acceptance.
4. Upon acceptance of the applicant's offer, the Australia Post Terms and Conditions shall apply to the exclusion of all other terms, arrangements and understandings unless recorded in writing and expressly accepted in writing by Australia Post.

Australia Post Use Only

Approved lodgement facility

Approving Officer
 Name Signature

Date

Distribution:

Same State Lodgement Points:

- **Original & Duplicate:** To approving manager.
- Where nominated lodgement facility is a:
 - Retail/Business Centre – Retail Area Manager
 - Mail Centre – Mail Centre Manager

Various State Lodgement Points:

Original & Duplicate: Manager, Sales and Marketing Department in your State.

On approval:

- **Original** - Send to approved lodgement facility
- **Duplicate** - Return to applicant

Original - Australia Post Duplicate - Customer copy
8835117 • Dec 01

Appendix 3. PreSort Letters Lodgement Document (8835114)

▼ front

PRESORT LETTERS - LODGEMENT DOCUMENT

ABN 28 864 970 579

Do not include on this form items for External Territories Lodgement. Refer to the Supplementary Statement for External Territories Form No. 8838499. **IMPORTANT:** See Privacy Notice on reverse side.

Important:
One of these numbers must appear on all mail tags/labels with this lodgement

Your Lodgement Number OR Your Job Number

Please Note:
To be eligible for PreSort Letter prices, a minimum of 300 letters is required. These items must:

- be the same letter classification and weight range.
- be sorted into trays and correctly labelled.
- not contain a mix of payment streams, i.e. metered & postage paid imprint; and
- comply with the addressing and other conditions of the service.

Lodgements will be accepted only if official approval has been obtained from Australia Post. Refer to the PreSort Service Guide for Letters.

Name of Facility where Lodging Mail

Mailing Agent's Details (if applicable)

Contact Name Telephone Number

Business/Company Name

Customer's Details

Contact Name Telephone Number

Department/Section Fax Number

Company/Business Name

Address

Postcode

Payment/Invoice Details

Are these mail costs to be charged to your Australia Post Charge Account?
 No
 Yes Charge Account Number

Reference Details for Invoice

Mail Details

Type of Delivery
 Regular Off Peak (Surface only)

Do you require any special services? (e.g. Registered Post)
 No Yes Specify type

Is the primary purpose of this mailing promotional?
 No Yes

Are these letters eligible for Charity Mail Discount?
 No Yes Charity Mail Approval No.

Letter Classification (tick one only)

Small Letters	Large Letters
<input type="radio"/> Up to 125g	<input type="radio"/> Up to 125g
Small Plus Letters	<input type="radio"/> Over 125g up to 250g
<input type="radio"/> Up to 125g	<input type="radio"/> Over 250g up to 500g
Medium Letters	
<input type="radio"/> Up to 125g	
<input type="radio"/> Over 125g up to 250g	

Does this lodgement contain identical weight letters? No Yes

Breakdown of Presorting

	Number of Letters			No. of Trays
	Same State	Other State	Total	
Barcode Direct				
Barcode Residue				
Unbarcoded Residue				
Total Presort Letters				

Declaration

I hereby declare that:

- 1 I am the customer and/or authorised agent of the customer;
- 2 I have read and agree to the Presort Letters Terms and Conditions;
- 3 All information contained on this document is to the best of my knowledge true and correct.
- 4 I acknowledge that Australia Post will have accepted this lodgement for carriage only when this form is correctly receipted and stamped provided that Australia Post reserves the right to inspect the lodgement to ensure that the mailing details are correct and the terms and conditions have been complied with.
- 5 Letters lodged under The Charity Mail Service contain contents originating from the approved charity.
- 6 I certify that the address details contained within this lodgement, including the DPID contained within the 4-state barcode, are current against the latest version of the Postal Address File (PAF) and have been checked using a current version of AMAS certified software.

Signature (Customer or agent) Date

Name (Block capitals please)

Australia Post Use Only

Received by Time

FAP220/221/225 Number Final Check Performed by

Original - Australia Post Duplicate - Customer copy
8835114 • Oct 02

Appendix 5. Address Matching Processing Summary Report

This report format and content 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 appropriate evidence to support PreSort Letters lodgements when requested to do so.

▼ AMAS Address Matching Processing Summary Report

AMAS Software Details	Database/List Owners Details
Company Name:	List Processor's Name:*
Software Name and Version:	Date List Processed:
Date Software Certified:	Processed Against PAF Version Number:
	Name of Address List:
Processing Results	
Records Matched & DPID Appended:	
Records Amended & DPID Appended:	
Records Not Matched – No DPIDs:	
Total Records:	
Signature of Compliance	
<i>I certify that this information is true and accurate -</i>	
Name of List Manager/Owner:	
Signature of List Manager/Owner:	
Address:	
Phone Number:	
Date:	

* The "List Processor's Name" is the name of the company/organisation assigning the DPID's via the AMAS approved software.

Appendix 6. Manifest Layout - PreSort Letters

▼ Example Manifest – PreSort Letters

Customer Name:	Job No.		
State:	New South Wales		
Sort Level:	Barcoded - Direct Trays		
	Sort Plan Number	Volume	Trays
	003	1955	9
	004	908	3
	005	1203	7
	006	1505	7
Sub-total		5571	26
Sort Level: Barcoded - Residue Trays		656	3
Sort Level: Unbarcoded Trays*		875	3
Summary - NSW			
Barcoded		6227	29
Unbarcoded		875	3
Total - NSW		7102	32
State:	Victoria		
Sort Level:	Barcoded - Direct Trays		
	Sort Plan Number	Volume	Trays
	022	1776	8
	023	998	3
	024	439	2
	025	1228	6
Sub-total		4441	19
Sort Level: Barcoded - Residue Trays		497	2
Sort Level: Unbarcoded Trays*		345	1
Summary - VIC			
Barcoded		4838	21
Unbarcoded		345	1
Total - VIC		5283	22

(Continued next page)

Summary - All States

	--- Same State ---		--- Other States ---	
	Volume	Trays	Volume	Trays
Barcoded				
Direct Trays	5571	26	4441	19
Residue Trays	656	3	497	2
Sub-total	6227	27	4938	21
Unbarcoded	875	3	345	1
Total	7102	32	5283	22

Mailing Total

	Volume	Trays	% Volume **
Barcoded			
Direct Trays	10012	45	80.8%
Residue Trays	1153	5	9.3%
Sub-total	11165	50	90.1%
Unbarcoded	1220	4	9.9%
Total	12385	54	100.0%

Notes:

Assumes NSW is the State of lodgement.

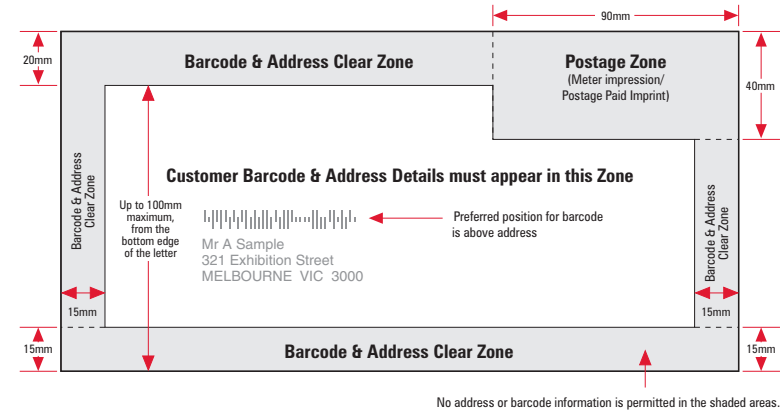
* Unbarcoded volume information required where part of the same lodgement.

** % Volume - To one decimal place.

Appendix 7. Small Letter and Small Plus Letter Zones

The "Zones" on the letter, as indicated below, must be observed at all times.

▼ Barcode and Address Zone – for Small Letters and Small Plus Letters



The complete barcode and address must be positioned:

- at least 20mm down from the top edge of the piece of mail;
- no more than 100mm up from the bottom edge of the piece of mail;
- no closer than 15mm from the bottom edge of the piece of mail; and,
- no closer than 15mm from either side of the piece of mail.

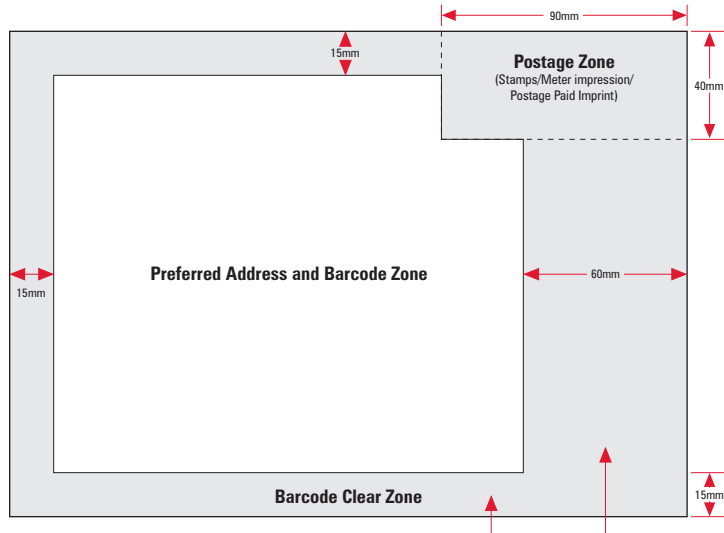
Appendix 8. Medium Letter and Large Letter Zones

Large Letters

The preferred "Zones" for Medium Letters and Large Letters are indicated in the diagram below.

The preferred location for the "Postage Paid Australia" imprint is in the Postage Zone at the top right corner of the article.

▼ Address Zone for Medium Letters and Large Letters – Landscape orientation

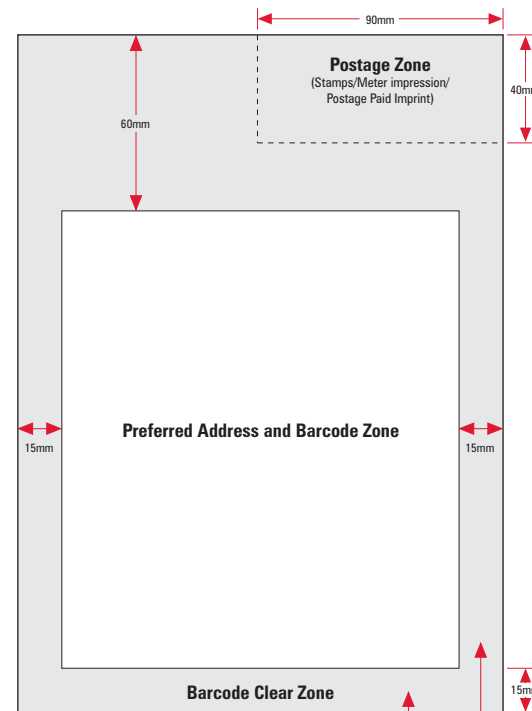


It is preferred that no address or barcode information is printed in the shaded areas.

Refer next page for Address Zone for Portrait orientation

Large Letters

▼ Address Zone for Medium Letters and Large Letters – Portrait orientation



It is preferred that no address or barcode information is printed in the shaded areas.

Large Letters

Barcode Zone – for Medium Letters and Large Letters

No part of the barcode can appear in the Postage Zone.

The barcode can be oriented to either portrait or landscape. It is recommended that the address and barcode are oriented in the same direction, with the barcode positioned close to, and above, the address.

Appendix 9. Address Matching Approval System

1 Address Matching Approval System (AMAS)

1.1 The Address Matching Approval System (AMAS) is designed to improve the quality of addressing. AMAS is a software approval program that provides a standard by which to test and measure the quality of address matching software and its ability to correctly assign a unique Delivery Point Identifier (DPID) to each address record.

1.2 The AMAS program operates on an annual cycle, which commences from the 1st of October each year and ends on the 30th of September the following year. AMAS software vendors are required to re-apply and successfully complete the AMAS test program each year to remain approved for each AMAS cycle. A new AMAS certificate is issued with each cycle.

2 The Postal Address File (PAF)

2.1 The PAF is a national reference file which contains all the addresses to which Australia Post delivers and their associated unique Delivery Point Identifier (DPID).

2.2 The PAF is released each quarter to approved AMAS software suppliers in accordance with the following release schedule.

PAF Version	PAF File Release to AMAS Software Suppliers	Distribution by AMAS Vendors to End Users by	PAF Issue Date Commence using no later than...	Last Permissible Use Date Must end using no later than...
VYYYY.1	15 October	30 November	1 January	31 March
VYYYY.2	15 January	28 February	1 April	30 June
VYYYY.3	15 April	31 May	1 July	30 September
VYYYY.4	15 July	31 August	1 October	31 December

2.3 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 will provide customers (end-users) with a minimum of one month to install the new data files and test their systems. It will not be necessary to wait until the last permissible use date before the updated release of the PAF can be used.

3 PAF Incremental Changes File

3.1 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 is designed to assist organisations that store DPIDs within databases and maintain their currency of these DPIDs against the latest version of the PAF.

The PAF Incremental Changes File is being made readily available through AMAS Vendors.

3.2 The PAF Incremental Changes File 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: 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 Incremental Changes File will not contain the DPID of any inserts. That is, it will not contain details of any new DPIDs that have been added to the PAF since the previous PAF was released.

3.3 To maintain the currency of DPIDs stored in a customer database in order to obtain PreSort Barcode postal discounts, all addresses must be re-validated against the latest version of the PAF or processed by exception by using the PAF Incremental Changes File.

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

1. Any DPIDs contained within the PAF Incremental Changes File 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.

3.4 The PAF Incremental Changes File is released to all AMAS Software Developers and they are encouraged to develop software to assist customers with resolving their unmatched addresses through its use. AMAS software developers developing software solutions 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 PAF Incremental Changes File 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.

3.5 The PAF Incremental Changes File will be available with every general release of the PAF for production purposes.

4 PAF Address Amendments

Australia Post strongly recommends that the address is represented correctly and in the standardised format on letters as contained in the Postal Address File.

In some circumstances customers may decide to retain the original address. However, when the delivery address is ambiguous this may result in a delay in mail delivery.

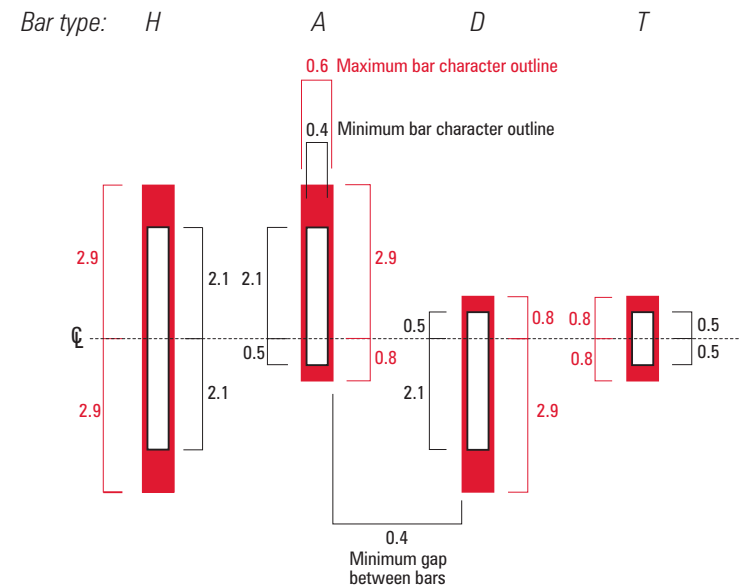
Appendix 10. Barcode Dimensions

Dimensions

The dimensions and spacing of individual bars within a barcode are important, as any major discrepancies can cause a barcode to be invalidated by the sorting equipment. The minimum gap is the most important dimension. The Reed Solomon Error Correction Bars allow for some errors and/or erasures of the actual bars.

The diagram and table below provide the minimum and maximum dimensions allowable.

▼ *Bars and Gaps: minimum measurements in black maximum measurements in red*



Bar type	Min. Dimension (mm)	Max. Dimension (mm)
T	1.0	1.6
A	2.6	3.7
D	2.6	3.7
H	4.2	5.8
Bar gap	0.4	0.7
Bar width	0.4	0.6

Dot matrix printing

Ideally, dot matrix printing should yield dots that touch or overlap. If not touching, the space between the dots must not exceed 0.127mm.

Bar density

Barcodes must be printed with a bar density of 22 to 25 bars per 25.4mm.

The minimum and maximum lengths for each of the barcode formats are described in the following table.

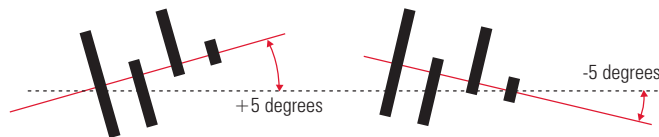
Barcode Format	Min. Length (mm)	Max. Length (mm)
37	37.0	42.2
52	52.2	59.5
67	67.5	76.8

Barcode skew

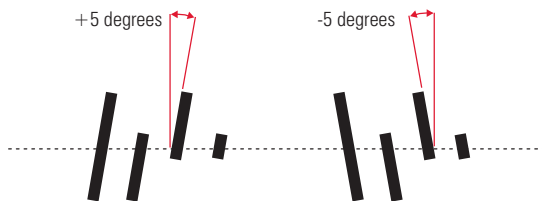
When printed, a certain amount of barcode skew is permitted, provided it is less than ± 5 degrees.

There are two types of skew;

▼ Code skew — where the barcode is skewed in relation to the bottom edge of the envelope.



▼ 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.

Appendix 11. Barcode Reflectance Requirements

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; and,
- the window material through which barcodes are scanned.

Spectral range

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

- maximum bar reflectance (R_b) is 25%; and,
- minimum space reflectance (R_s) is 50%;

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

$$MRD = R_s - R_b > 50\%$$

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

$$PCS = \frac{R_s - R_b}{R_s} > 0.75$$

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

Appendix 12. Charity Mail Prices

To access Charity Mail prices, an organisation must be able to demonstrate that they have been endorsed by the Australian Taxation Office (ATO) as an income tax exempt charity (ITEC).

Application Form

To begin the process, each charity must register with Australia Post by completing an *Application For The Charity Mail Service* form. Forms are available from your local post office.

In order to demonstrate that an applicant is an eligible charity, a copy of the *“Endorsement as an income tax exempt charitable entity”* notification, issued by the ATO must accompany the application form. The organisation named in the ATO issued ITEC letter will need to match the details contained in the application form.

Approval Process

Upon approval, Australia Post will issue a letter granting access to Charity Mail prices to the organisation named in the ATO ITEC approval letter. The letter will also provide an 8 digit approval (identification) number which will need to be quoted for each mailing.

Period of Approval

The authorisation to lodge at Charity Mail prices will continue until such time as an organisation’s ITEC status has been revoked by the ATO. The onus will be on the relevant organisation to notify Australia Post of any change in status.

Australia Post reserves the right to withdraw or suspend Charity Mail approval in instances where inappropriate use of the service is detected.

Charity Mail Approval Number

To access Charity Mail prices, an inscription (CM) followed by the 8 digit approval number must appear on each article, eg “CM 12345678”.

The inscription may be:

- Preprinted on the envelope (front or back of the envelope is acceptable), or
- Printed above the address block,

The inscription must be clearly visible when the articles are presented for lodgement. The requirement to print the inscription on each mail piece will assist in ensuring that only approved organisations can access Charity Mail prices.

Lodgement Documentation

The PreSort Letters Lodgement Document (8835114) includes:

- Space to record the 8 digit Charity Mail approval number, and
- A declaration acknowledging compliance to the conditions applicable to the Charity Mail service.

Older Lodgement Documents (without the Charity Mail details) may still be used by recording the 8 digit Charity Mail approval number in the space marked for the “Advertising Approval No.”.

Eligible Letter Categories

The Charity Mail Service prices are only applicable for the Small Letter category.

Pricing

The prices applicable for the Charity Mail Service are shown in Section 5.

Examples of Eligible Mailings

1: A mailing from a charity promoting a fundraising event contains an advertising flier promoting the goods or services of a sponsor/s of the charitable event.

The mailing substantially relates to the charitable purpose and the promotional material is incidental to the purpose of the mailing.

2: A mailing from a charity contains a letter promoting a charitable event that contains promotional copy within the letter promoting a sponsor’s product.

The mailing substantially relates to the charitable purpose and the promotional copy is incidental to the purpose of the mailing.

3: A mailing from an approved charity (say public university) containing enrolment confirmations.

The mailing content contains material entirely from the university.

Examples of Ineligible Mailings

1: An approved charity sends out a mailing containing material solely from another organisation that is unrelated to the purpose of the charity, such as monthly invoices.

The mailing is unrelated to the charitable purpose of the charity.

2: A non-ITEC approved organisation sends out a mailing promoting to its customers a charity golf day where the proceeds from the event benefit an approved ITEC organisation.

The mailing is generated by a non-ITEC approved organisation.

3: A school that is non-ITEC approved, but has a related entity that operates a foundation that is ITEC approved. The school is ineligible to access Charity Mail prices and the foundation cannot be used to send out mail on behalf of the school.

This example assumes that the school and foundation have different ABNs. As the school related mailing is from a non-ITEC approved organisation it is ineligible for Charity Mail prices.

Appendix 13. PreSort Letters Terms and Conditions

1 Introduction

- 1.1 These special service terms and conditions are supplementary to the *Australia Post Terms and Conditions** and to the extent that any aspect of this special service is not expressly included herein, the Australia Post terms and conditions apply.
- 1.2 These special service terms and conditions apply when:
 - 1.2.1 a customer makes a written application to use the special service in or on a form prescribed by Australia Post for that purpose;
 - 1.2.2 Australia Post accepts that application; and
 - 1.2.3 the customer pays the fee, charge, premium, rate or price charged by Australia Post for the special service.

2 Interpretation

- 2.1 Except as where expressly defined, all words and phrases used in this agreement shall have the same meaning if any, given to them in the Australian Postal Corporation Act 1989 and in the Australia Post Terms and Conditions provided, however, that where there is any inconsistency, the meaning shall be as defined in this agreement to the extent of that inconsistency.
- 2.2 In these terms and conditions unless the contrary intention appears:
 - 2.2.1 where a word or phrase is given a particular meaning, other parts of speech and grammatical forms of that word or phrase have a corresponding meaning;
 - 2.2.2 words importing a gender include any other gender; and
 - 2.2.3 words in the singular number include the plural and words in the plural number include the singular.
- 2.3 “**agreement**” means an agreement between Australia Post and a customer pursuant to clause 1.2.
- 2.4 “**Customer**” means a person who from time to time is approved by Australia Post as a customer of the service and any permitted transferee in respect thereof;

* The Australia Post Terms and Conditions are available for perusal at Post Offices and on the internet at www.auspost.com.au

- 2.5 **“Insolvency Event”** means for any corporation, the liquidation, administration, official management, compromise, arrangement, amalgamation, reconstruction, winding up or dissolution or analogous occurrence of that corporation, and for a natural person means an assignment for the benefit of creditors, an arrangement or composition with creditors, bankruptcy, incapacity to deal with one’s affairs, gaoling, death or analogous occurrence;
- 2.6 **“Letters”** means large, medium and small letters as defined in the *PreSort Service Guide* 8833700;
- 2.7 **“Mailing Conditions”** means the conditions set out in the *PreSort Service Guide* 8833700 or equivalent publication published by Australia Post from time to time;
- 2.8 **“Service”** means the PreSort Letter Service which is a special service available to customers who lodge 300 or more letters in accordance with the mailing conditions and providing the customer with reduced postage rates.
- ### 3 Rates and Charges
- 3.1 The customer shall pay to Australia Post the postal charges for the provision of the service as determined by Australia Post.
- 3.2 The charges referred to in clause 3.1 shall be payable in cash at the time of lodgment of the letters or, where the customer has entered into an agreement with Australia Post for a charge account, charged to that charge account.
- 3.3 Notwithstanding any termination of this agreement, a person shall remain liable to pay to Australia Post any charges, fees or postage due for articles carried pursuant to these terms and conditions.
- ### 4 Customers Warranty
- 4.1 The customer warrants and agrees that:
- 4.1.1 it has obtained the approval of Australia Post to use the service at the approved lodgment point/s; and
- 4.1.2 all letters comply with the requirements set out in the Mailing Conditions current as at the date of lodgment of such letters.
- 4.2 The customer shall indemnify Australia Post against any loss or damage arising from a breach of any of the warranties in clause 4.1.
- ### 5 Discretionary Carriage and Lodgment
- 5.1 Australia Post may, in its sole and absolute discretion:
- 5.1.1 refuse to carry; or
- 5.1.2 charge the customer postage at ordinary post rates in respect of letters lodged contrary to clause 4.1.

- 5.2 Australia Post may, in its sole and absolute discretion, direct a customer to lodge letters at any Australia Post lodgment facility.
- ### 6 No Other Service
- 6.1 The service cannot be used in conjunction with any other Australia Post services except as otherwise provided under a separate written agreement between a customer and Australia Post.
- ### 7 Assignment
- 7.1 This agreement shall not be transferred without the prior written consent of Australia Post. Any purported transfer without such consent shall be void and of no effect.
- 7.2 Where the customer, being a partnership, is reconstituted by the retirement or addition of partners, the reconstituted partnership is deemed to be the customer.
- ### 8 Limitation of Liability Release and Indemnity
- 8.1 Subject to clause 8.2 and the Australia Post Terms and Conditions, Australia Post shall not be liable to any person (whether in contract, tort or otherwise) for any loss or damage suffered, or that may be suffered, as a result of any act or omission, whether negligent or otherwise, by or on behalf of Australia Post in relation to the provision of the service, or any other matter or thing relating to this agreement.
- 8.2 To the extent permissible by law, Australia Post expressly disclaims all conditions and warranties, express or implied, in respect of the service and the carriage of letters pursuant to this agreement. Where the law precludes such exclusion and implies certain conditions and warranties into this agreement, the liability of Australia Post for breach of such condition or warranty shall be limited, at the option of Australia Post, to any one or more of the following:
- 8.2.1 supplying the service again; or
- 8.2.2 payment of the cost of having the service supplied again.
- 8.3 The customer shall liaise and indemnify Australia Post against any loss or damage whatsoever which Australia Post may suffer as a result of any action, proceeding, claim, demand or prosecution arising from the provision of the service, or any other matter or thing arising as a result of this agreement, including loss or damage arising from the negligent acts or omissions of Australia Post, pursuant to this agreement.

9 Force Majeure

- 9.1 Australia Post shall not be in default under the terms of this agreement nor liable for failure to observe or perform in accordance with any provision of this agreement for any reason or cause which could not with reasonable diligence be controlled or prevented by it, including without limitation, war, insurrection, riot, civil commotion, strikes, lock-outs, labour or industrial disputes, acts of God, acts of Governments or flood, storm, tempest, power shortages or power failure, inability to obtain sufficient labour, raw materials, fuel or utilities. During the period of an incident or incidents of "Force Majeure" this agreement shall be suspended and delivery will recommence after the incident or incidents of "Force Majeure" end.

10 Merger

- 10.1 All the rights, immunities and limitations of liability in this Agreement shall continue to have their full force and effect in all circumstances notwithstanding any breach of contract or of any conditions hereof by Australia Post.

11 Termination

- 11.1 Australia Post may, in its sole and absolute discretion, terminate this agreement and/or any approval granted to a customer to use the service, effective immediately, on written notice to the customer where:
- 11.1.1 the customer breaches or otherwise acts in a manner contrary to the Act, Regulations, Australia Post Terms and Conditions, Mailing Conditions or other written instructions published by Australia Post;
 - 11.1.2 the customer fails, refuses, neglects or otherwise omits to properly discharge and perform any of its obligations under this agreement;
 - 11.1.3 the customer fails, refuses, neglects or otherwise omits to remedy any breach of this agreement as and when required to do so by Australia Post; or
 - 11.1.4 an insolvency event occurs in relation to the customer.
- 11.2 Australia Post may, without cause, in its sole and absolute discretion, terminate this agreement and/or any approval granted to a customer to use the service on fourteen days written notice to the customer.

12 Variation

- 12.1 These terms and conditions may be varied or added to from time to time by Australia Post by notice in writing to the customer.

13 Notice

- 13.1 Any notice required to be served by or under these terms and conditions shall be sufficiently given to the customer if left at or sent by post addressed to the customer at its last known or usual place of address and to Australia Post if sent by post to the appropriate State Administration at its current address.

14 Conditions of Carriage

- 14.1 This agreement shall not constitute or imply any agreement between Australia Post and the customer (or any undertaking or obligation whatsoever on the part of Australia Post) with respect of the carriage of any postal article. The Australian Postal Corporation Act 1989, the Regulations and the Australia Post Terms and Conditions and other written instructions published by Australia Post from time to time shall apply to the carriage of articles issued pursuant to the service except to the extent that they are inconsistent with this agreement.

15 Law

- 15.1 This agreement is governed by, and shall be construed in accordance with the laws in force in the State of Victoria and the courts and registries of courts in that State shall have jurisdiction in the event of a dispute.

16 Whole agreement

- 16.1 Subject to clause 1.1 this agreement contains the whole of the agreement between the parties in relation the special service and any representation or warranty made by either party prior to entering into this Agreement shall have no force or effect unless otherwise stated herein.

Appendix 14. List of Preprinted Tray Labels

Label No.	Tray Size	Barcode Sort Plan Number	Processing Facility	Send to Interstate Destination
8838003	Small	BSP 001	Darwin MC	Darwin
8838004	Small	BSP 002	Alice Springs DC	Alice Springs
8838005	Small	BSP 003	Sydney West LF	Sydney
8838006	Small	BSP 004	Sydney West LF	Sydney
8838007	Small	BSP 005	Sydney West LF	Sydney
8838008	Small	BSP 006	Sydney West LF	Sydney
8838009	Small	BSP 007	Sydney West LF	Sydney
8838010	Small	BSP 008	Sydney West LF	Sydney
8838011	Small	BSP 009	Sydney West LF	Sydney
8838012	Small	BSP 010	Sydney West LF	Sydney
8838013	Small	BSP 011	Sydney West LF	Sydney
8838014	Small	BSP 012	Sydney West LF	Sydney
8838015	Small	BSP 013	Sydney West LF	Sydney
8838016	Small	BSP 014	Sydney West LF	Sydney
8838017	Small	BSP 015	Sydney West LF	Sydney
8838018	Small	BSP 016	Sydney West LF	Sydney
8838019	Small	BSP 017	Sydney West LF	Sydney
8838020	Small	BSP 018	Sydney West LF	Sydney
8838021	Small	BSP 019	Canberra MC	Canberra
8838022	Small	BSP 020	Sydney West LF	Sydney
8838023	Small	BSP 021	Sydney West LF	Sydney
8838024	Small	BSP 022	Melb City MC	Melbourne
8838025	Small	BSP 023	Dandenong LC	Melbourne
8838026	Small	BSP 024	Dandenong LC	Melbourne
8838027	Small	BSP 025	Dandenong LC	Melbourne
8838028	Small	BSP 026	Dandenong LC	Melbourne
8838029	Small	BSP 027	Dandenong LC	Melbourne
8838030	Small	BSP 028	Dandenong LC	Melbourne
8838031	Small	BSP 029	Dandenong LC	Melbourne
8838032	Small	BSP 030	Dandenong LC	Melbourne
8838033	Small	BSP 031	Dandenong LC	Melbourne
8838034	Small	BSP 032	Dandenong LC	Melbourne
8838035	Small	BSP 033	Dandenong LC	Melbourne
8838036	Small	BSP 034	Dandenong LC	Melbourne
8838037	Small	BSP 035	Northgate MC	Brisbane
8838038	Small	BSP 036	Northgate MC	Brisbane
8838039	Small	BSP 037	Northgate MC	Brisbane
8838040	Small	BSP 038	Northgate MC	Brisbane
8838041	Small	BSP 039	Northgate MC	Brisbane
8838042	Small	BSP 040	Northgate MC	Brisbane
8838043	Small	BSP 041	Northgate MC	Brisbane
8838044	Small	BSP 042	Northgate MC	Brisbane
8838045	Small	BSP 043	Northgate MC	Brisbane
8838046	Small	BSP 044	Northgate MC	Brisbane
8838047	Small	BSP 045	Adelaide MC	Adelaide
8838048	Small	BSP 046	Adelaide MC	Adelaide

Label No.	Tray Size	Barcode Sort Plan Number	Processing Facility	Send to Interstate Destination
8838049	Small	BSP 047	Adelaide MC	Adelaide
8838050	Small	BSP 048	Adelaide MC	Adelaide
8838051	Small	BSP 049	Perth MC	Perth
8838052	Small	BSP 050	Perth MC	Perth
8838053	Small	BSP 051	Perth MC	Perth
8838054	Small	BSP 052	Perth MC	Perth
8838055	Small	BSP 053	Perth MC	Perth
8838056	Small	BSP 054	Hobart MC	Hobart
8838057	Small	BSP Residue NSW	New South Wales	Sydney
8838058	Small	BSP Residue QLD	Queensland	Brisbane
8838059	Small	BSP Residue VIC	Victoria	Melbourne
8838060	Small	BSP Residue TAS	Tasmania	Hobart
8838061	Small	BSP Residue SA	South Australia	Adelaide
8838062	Small	BSP Residue WA	Western Australia	Perth
8838063	Small	BSP Residue NT	Northern Territory	Darwin
8838064	Small	BSP Residue ACT	ACT	Canberra
8838073	Large	BSP 001	Darwin MC	Darwin
8838074	Large	BSP 002	Alice Springs DC	Alice Springs
8838075	Large	BSP 003	Sydney West LF	Sydney
8838076	Large	BSP 004	Sydney West LF	Sydney
8838077	Large	BSP 005	Sydney West LF	Sydney
8838078	Large	BSP 006	Sydney West LF	Sydney
8838079	Large	BSP 007	Sydney West LF	Sydney
8838080	Large	BSP 008	Sydney West LF	Sydney
8838081	Large	BSP 009	Sydney West LF	Sydney
8838082	Large	BSP 010	Sydney West LF	Sydney
8838083	Large	BSP 011	Sydney West LF	Sydney
8838084	Large	BSP 012	Sydney West LF	Sydney
8838085	Large	BSP 013	Sydney West LF	Sydney
8838086	Large	BSP 014	Sydney West LF	Sydney
8838087	Large	BSP 015	Sydney West LF	Sydney
8838088	Large	BSP 016	Sydney West LF	Sydney
8838089	Large	BSP 017	Sydney West LF	Sydney
8838090	Large	BSP 018	Sydney West LF	Sydney
8838091	Large	BSP 019	Canberra MC	Canberra
8838092	Large	BSP 020	Sydney West LF	Sydney
8838093	Large	BSP 021	Sydney West LF	Sydney
8838094	Large	BSP 022	VIC State MC	Melbourne
8838095	Large	BSP 023	Dandenong LC	Melbourne
8838096	Large	BSP 024	Dandenong LC	Melbourne
8838097	Large	BSP 025	Dandenong LC	Melbourne
8838098	Large	BSP 026	Dandenong LC	Melbourne
8838099	Large	BSP 027	Dandenong LC	Melbourne
8838100	Large	BSP 028	Dandenong LC	Melbourne
8838101	Large	BSP 029	Dandenong LC	Melbourne
8838102	Large	BSP 030	Dandenong LC	Melbourne
8838103	Large	BSP 031	Dandenong LC	Melbourne
8838104	Large	BSP 032	Dandenong LC	Melbourne
8838105	Large	BSP 033	Dandenong LC	Melbourne
8838106	Large	BSP 034	Dandenong LC	Melbourne

Label No.	Tray Size	Barcode Sort Plan Number	Processing Facility	Send to Interstate Destination
8838107	Large	BSP 035	Northgate MC	Brisbane
8838108	Large	BSP 036	Northgate MC	Brisbane
8838109	Large	BSP 037	Northgate MC	Brisbane
8838110	Large	BSP 038	Northgate MC	Brisbane
8838111	Large	BSP 039	Northgate MC	Brisbane
8838112	Large	BSP 040	Northgate MC	Brisbane
8838113	Large	BSP 041	Northgate MC	Brisbane
8838114	Large	BSP 042	Northgate MC	Brisbane
8838115	Large	BSP 043	Northgate MC	Brisbane
8838116	Large	BSP 044	Northgate MC	Brisbane
8838117	Large	BSP 045	Adelaide MC	Adelaide
8838118	Large	BSP 046	Adelaide MC	Adelaide
8838119	Large	BSP 047	Adelaide MC	Adelaide
8838120	Large	BSP 048	Adelaide MC	Adelaide
8838121	Large	BSP 049	Perth MC	Perth
8838122	Large	BSP 050	Perth MC	Perth
8838123	Large	BSP 051	Perth MC	Perth
8838124	Large	BSP 052	Perth MC	Perth
8838125	Large	BSP 053	Perth MC	Perth
8838126	Large	BSP 054	Hobart MC	Hobart
8838127	Large	BSP Residue NSW	New South Wales	Sydney
8838128	Large	BSP Residue QLD	Queensland	Brisbane
8838129	Large	BSP Residue VIC	Victoria	Melbourne
8838130	Large	BSP Residue TAS	Tasmania	Hobart
8838131	Large	BSP Residue SA	South Australia	Adelaide
8838132	Large	BSP Residue WA	Western Australia	Perth
8838133	Large	BSP Residue NT	Northern Territory	Darwin
8838134	Large	BSP Residue ACT	ACT	Canberra

Unbarcoded Tray Labels

Label No.	Tray Size	Sort	Send to Interstate Destination
8838065	Small	NSW	Sydney (SYD)
8838066	Small	QLD	Brisbane (BNE)
8838067	Small	VIC	Melbourne (MEL)
8838068	Small	TAS	Hobart (HBA)
8838069	Small	SA	Adelaide (ADL)
8838070	Small	WA	Perth (PER)
8838071	Small	NT	Darwin (DRW)
8838072	Small	ACT	Canberra (CBR)
8838135	Large	NSW	Sydney (SYD)
8838136	Large	QLD	Brisbane (BNE)
8838137	Large	VIC	Melbourne (MEL)
8838138	Large	TAS	Hobart (HBA)
8838139	Large	SA	Adelaide (ADL)
8838140	Large	WA	Perth (PER)
8838141	Large	NT	Darwin (DRW)
8838142	Large	ACT	Canberra (CBR)

Appendix 15. Designated Interconnection Facilities

Facility Name	Address
AUSTRALIAN CAPITAL TERRITORY	
Canberra Mail Centre	8 Nyrang St FYSHWICK ACT
Murray Region Mail Sorting Centre	702 Catherine Crescent LAVINGTON NSW
Riverina Mail Sorting Centre	18 Riedell Street WAGGA WAGGA NSW
NEW SOUTH WALES	
Sydney East Letters Facility	10 Ralph Street ALEXANDRIA NSW
Sydney West Letters Facility	2 Weeroona Road STRATHFIELD NSW
Sydney North Letters Facility	2 Herbert Street ST LEONARDS NSW
Central West Mail Centre	9–11 Coventry St KELSO NSW
Hunter Region Mail Centre	21 Callistemon Place WARABROOK NSW
South Coast Mail Centre	112–116 Auburn Street WOLLONGONG NSW
New England Mail Sorting Centre	8–12 Goonan Street TAMWORTH NSW
Northern Rivers Mail Sorting Centre	117 Johnson Street CASINO NSW
Mid North Coast Mail Sorting Centre	49–51 Nance Road KEMPSEY NSW

Facility Name	Address
VICTORIA	
Melbourne City Mail Centre	313 Spencer Street MELBOURNE VIC
State Mail Centre	501 Williamstown Road PORT MELBOURNE VIC
Dandenong Letters Centre	120 Nathan Road DANDENONG SOUTH VIC
Geelong Mail Centre	328–330 Melbourne Road GEELONG NORTH VIC
Ballarat Mail Centre	26 Humffray Street BALLARAT VIC
Bendigo Mail Centre	14–16 Deborah Street QUARRY HILL VIC
Seymour Mail Centre	Redbank Road SEYMOUR VIC
Gippsland Mail Centre	Bridle Road & Chickerell Street MORWELL VIC
QUEENSLAND	
Underwood Mail Centre Region	1677 Beenleigh Road UNDERWOOD QLD
Northgate Mail Centre Region	129 Toombul Road NORTHGATE QLD
Gold Coast Region	26 Crombie Avenue BUNDALL QLD
Toowoomba Region	330 Stenner Street TOOWOOMBA QLD
Cairns Region	171/185 McCoombe Street BUNGALOW QLD
Townsville Region	38 Morris Street West End TOWNSVILLE QLD

Facility Name	Address
Mackay Region	344 Bridge Road MACKAY QLD
Rockhampton Region	40 Elphinstone Street NORTH ROCKHAMPTON QLD
Sunshine Coast Region	30–46 Perwillowen Street NAMBOUR QLD
SOUTH AUSTRALIA	
Adelaide Mail Centre	272 Gouger Street ADELAIDE SA
WESTERN AUSTRALIA	
Perth Business Centre	125 Stirling St PERTH WA
State Parcel Centre	119–125 Pilbara Street WELSHPOOL WA
TASMANIA	
Hobart City	57 Mornington Road MORNINGTON TAS
Launceston Mail Centre	244 Hobart Road YOUNGTOWN TAS
NORTHERN TERRITORY	
Darwin Mail Centre	354 Stuart Highway WINNELLIE NT

Appendix 16. Barcode Sort Plan

(Effective From October 2002)

Plan No. Postcode Ranges

NORTHERN TERRITORY

001 0800–0854; 0880–0909

002 0860–0872

NEW SOUTH WALES

003 1617–1629; 1637–1640; 1650–1669; 2070–2075; 2084–2088; 2091–2108

004 1612–1616; 1630–1636; 1641–1645; 1715–1724; 1771; 2076–2083;
2119–2120; 2240–2265

005 1670–1674; 1680–1689; 1707–1714; 1755–1765; 1783–1789; 2109;
2112–2114; 2121–2122; 2125–2126; 2153–2159; 2753–2758; 2765; 2775

006 1700–1706; 1730–1754; 1772–1782; 1802–1829; 1832–1839; 2115–2118;
2123–2124; 2127–2129; 2134–2141; 2144; 2147–2152; 2746; 2781

007 1500–1611; 1646–1649; 1675–1679; 1690–1699; 2055–2069; 2089–2090;
2110–2111

008 1766–1770; 1790–1799; 2740–2745; 2747–2752; 2759–2764; 2766–2774;
2776–2780; 2782–2786

009 1725–1729; 1830–1831; 1840–1864; 1876–1889; 1891–1893; 1900–1920;
2142–2143; 2145–2146; 2160–2166; 2169; 2176; 2197–2202; 2211–2214

010 1300–1399; 1451–1459; 1467–1469; 2004; 2010–2011; 2019; 2021–2032;
2034–2036

011 1400–1404; 1420–1450; 1460–1466; 1470–1476; 2005–2009; 2012–2018;
2020; 2033; 2037–2050; 2052–2054; 2203–2204

012 1405–1419; 1477–1487; 1491–1494; 1800–1801; 2051; 2130–2133;
2190–2196; 2205–2210; 2215–2223; 2881–2899; 2921–2999

013 1488–1490; 1495–1499; 1921–1935; 2224–2239; 2500–2530

014 1865–1875; 1890; 1894–1899; 2167–2168; 2170–2175; 2177–2189;
2555–2577

Plan No. Postcode Ranges

015 1206–1290; 2000

016 1000–1205; 1291–1299; 2001–2003

017 1970–1999; 2266–2310; 2313–2338

018 1961–1969; 2311–2312; 2413–2483; 2495–2499

019 0200–0299; 2578–2589; 2591–2639; 2900–2920

020 1951–1960; 2339–2412; 2787–2880

021 1936–1950; 2531–2554; 2590; 2640–2647; 2649–2714; 27 16; 2720–2730

VICTORIA

022 3000–3005; 3007–3009; 3051; 8000–8399; 8500; 8502–8505

023 3011–3043; 3045; 8401–8403; 8417–8424; 8432–8434; 8444–8446; 8456;
8461–8463; 8471; 8488

024 3010; 3047–3050; 3052–3054; 3059; 3061–3068; 3079; 3081; 3084–3085;
3335–3341; 3425–3443; 3750–3751; 3753–3758; 3762–3764; 8480–8483;
8501; 8507; 8509–8525; 8545; 8548; 8557–8558; 8575–8576; 8580–8581;
8594

025 3044; 3046; 3055–3058; 3060; 3069–3078; 3080; 3082–3083; 3086–3100;
3752; 3759–3761; 8538; 8546–8547; 8550–8553; 8563; 8566–8570;
8585–8586; 8591–8592

026 3006; 3182–3193; 3202; 3205–3210; 8807–8808; 8816–8817; 8824–8827;
8829; 8831–8835; 8865–8870; 8873

027 3125; 3145–3151; 3161–3163; 3165–3167; 3170; 3203–3204; 8687;
8705–8709; 8733–8734; 8742–8746; 8763–8769

028 3110; 3127–3133; 3152–3160; 3178–3180; 3780–3794; 8632–8638; 8643;
8652–8654; 8659; 8660–8663; 8724–8725; 8791–8795

029 3105–3109; 3111–3116; 3134–3140; 3765–3779; 3795–3799; 8608–8609;
8611–8612; 8665–8671; 8673–8675; 8677

030 3101–3104; 3117–3124; 3126; 3141–3144; 3181; 8601–8605; 8614–8627;
8681–8684; 8801–8803

Plan No. Postcode Ranges

031	3164; 3168–3169; 3171–3177; 3194–3196; 3800–3807; 8751–8757; 8773–8774; 8782; 8785–8788; 8875
032	3197–3201; 3808–3811; 3910–3920; 3926–3944; 3972–3978; 3980–3983; 8849–8851; 8855–8859; 8880; 8886–8887; 8894–8895
033	3211–3228; 3346–3357; 3444–3445; 3449–3466; 3550–3556; 3625–3632; 3650–3661; 3812–3821; 3824–3830; 3834–3846; 3989
034	2648; 2715; 2717–2719; 2731–2739; 3229–3334; 3342–3345; 3358–3424; 3446–3448; 3467–3549; 3557–3624; 3633–3649; 3662–3749; 3822–3823; 3831–3833; 3847–3909; 3921–3925; 3945–3971; 3979; 3984–3988; 3990–3999

QUEENSLAND

035	4000–4004; 4620–4676; 9000–9299
036	4012–4016; 4025–4028; 4032–4052; 4054–4065; 4500–4506; 4508–4510; 4512–4549; 9405–9415; 9436–9454; 9456–9491
037	4005–4011; 4017–4024; 4029–4031; 4053; 4066–4072; 4507; 4511; 9400–9404; 9416–9435; 9455; 9492–9499; 9600–9639
038	4550–4601; 4825–4835; 9300–9399
039	4073–4113; 4115–4116; 4118; 4120; 4124–4126; 4132–4151; 4169; 9500–9539; 9546; 9565–9568; 9584–9586; 9640–9679
040	4114; 4117; 4119; 4121–4123; 4127–4131; 4152–4168; 4170–4209; 9540–9545; 9547–9564; 9569–9583; 9587–9599; 9680–9699
041	2484; 4212–4250; 4270–4299; 9702–9779
042	2485–2494; 4210–4211; 4251–4269; 4300–4499; 4602–4619; 9700–9701; 9780–9849
043	4677–4805; 9850–9919
044	4806–4824; 4836–4999; 9920–9999

SOUTH AUSTRALIA

045	5000–5001; 5004–5006; 5013–5033; 5035–5039; 5041–5042; 5160–5170; 5800; 5810; 5839; 5900–5941; 5945; 5950
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Plan No. Postcode Ranges

046	5007–5012; 5034; 5040; 5043–5049; 5061–5069; 5071; 5082–5085; 5094; 5112–5118; 5121; 5350–5356; 5358–5413; 5451–5472; 5501–5522; 5550–5583; 5942–5944; 5946–5949; 5951–5969
047	5050–5055; 5070; 5072–5081; 5086–5093; 5095–5111; 5120; 5125–5159; 5171–5256; 5259–5261; 5264–5266; 5301–5310; 5970–5989
048	5262–5263; 5267–5291; 5311–5346; 5357; 5414–5440; 5473–5495; 5523–5540; 5600–5734; 5801–5809; 5811–5838; 5840–5899; 5990–5999

WESTERN AUSTRALIA

049	6000–6005; 6008–6013; 6025; 6027–6028; 6030–6044; 6057; 6076; 6800–6899; 6904; 6907–6912; 6919; 6923; 6925–6928
050	6006–6007; 6014–6021; 6029; 6050–6056; 6060; 6062–6063; 6067–6074; 6081–6084; 6230–6233; 6900–6903; 6905–6906; 6913–6918; 6920–6922; 6929–6940; 6942–6943
051	6022–6024; 6026; 6065; 6150; 6153–6154; 6156–6214; 6924; 6946–6947; 6953–6954; 6956–6969
052	6058–6059; 6061; 6064; 6066; 6090–6149; 6151–6152; 6155; 6941; 6944–6945; 6951–6952; 6955; 6970–6997
053	6215–6229; 6236–6799

TASMANIA

054	7000–7999
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Note: Appendix 14 contains the appropriate tray label to be used for each Barcode Sort Plan.

Appendix 17.

Glossary of Terms

4-State Barcode

The barcode symbology adopted by Australia Post for customer barcoding. The barcode comprises four types of bars.

Address Matching Approval System (AMAS)

An approval program developed by Australia Post that evaluates and approves software based on its ability to validate, match and append the correct DPID to each address record.

Aggregation

The merging or combining of letters from more than one source/sender into a single Barcoded PreSort Letters lodgement.

Article

Any item that conforms with the dimensions required for any letter category, Small, Small Plus, Medium and Large. An article may be variously described as an envelope, postcard, self mailer etc.

Barcode Direct Tray

A tray containing barcoded letters where all addresses belong to a single sort plan as defined in the Barcode Sort Plan.

Barcode Quality Program

A voluntary program designed to provide customers and vendors generating and printing barcodes the capability to measure the quality of their barcodes against the 4-State barcode specifications.

Barcode Sort Plan

List of postcode ranges that make-up the individual sort plans that comprise the Barcode Sort Plan.

Business Centre

Australia Post office designed to service the needs of large volume customers.

Charity Mail

To access Charity Mail prices, an organisation must be able to demonstrate that they have been endorsed by the Australian Taxation Office (ATO) as an income tax exempt charity (ITEC).

Correct Addressing Conditions

PreSort Letters customers have to comply with the Correct Addressing conditions as specified by Australia Post to take advantage of PreSort Letters cheaper prices.

Delivery Point Identifier (DPID)

An eight digit code assigned to each delivery point.

Dot Matrix

A type of printer. Dot matrix is defined as coarse when the distance in the horizontal direction between the dots which constitute the characters is greater than 0.06mm.

Extended Postcode Range

A range of postcodes made available to customers receiving large volumes of mail (LVR's) and for specific purposes (eg. competitions and Post Office Box installations).

Fixed Pitch Font

A font where each character occupies the same space on a line.

Interconnect

Customers have the option to arrange their own interstate transport to interconnect with Australia Post's letters service network at designated facilities in the States of destination and benefit from the Same State prices.

Large Letters

Letters up to 500g, no larger than 360mm x 260mm and no thicker than 20mm. Rectangular in shape.

Mail Trays

Trays supplied by Australia Post which are used for the conveyance of letters.

Manifest

A report which provides a break down on letter volumes and tray usage for PreSort Letters lodgements that have not been metered.

Medium Letters

Letters up to 250g, no larger than 260mm x 180mm and no thicker than 20mm. Rectangular in shape.

Office of Lodgement

An office of lodgement is a Business Centre (BC), Mail Centre (MC), Mail Exchange (ME), Mail Sorting Centre (MSC) or a Post Office (PO).

Off Peak Indicator

This is an indicator pre-printed on a non-transparent envelope, flysheet or plastic wrapper to indicate that the transport is by surface and that letters are carried under the Off Peak service delivery timetable. This indicator must comply with specifications provided by Australia Post.

Overflow Tray

Less than full tray containing all letters remaining after the preparation of full trays for the same barcode sort plan.

Postage Meter

A device which prints a postage impression on mail.

Postage Paid Imprint

A postal imprint pre-printed on an envelope or wrapper. Note: Approval must be obtained prior to the use of a Postage Prepaid imprint.

Postal Address File (PAF)

Contains all the addresses to which Australia Post delivers and their associated unique DPID. The PAF is privacy compliant, as it contains no names – only addresses.

Postcode

A four-character number shown in each address to indicate a particular delivery destination.

PreSort Accuracy Testing Program

A voluntary program designed to test the accuracy of PreSort sortation software.

Proportional Font

A font where the spacing between characters is adjusted relative to the size of the characters.

Residue Letters

Letters not sorted to Barcode Direct Tray level.

Residue Trays

Trays of barcoded letters that are not sorted to a higher level but are grouped together according to designated residue destinations.

Single-Facing

Letters within a tray all faced the same way.

Small Letters

Letters up to 125g, no larger than 130mm x 240mm, no thicker than 5mm and no smaller than 88mm x 138mm. Oblong in shape, with the length at least 1.2 times the width.

Small Plus Letters

Letters up to 125g, no larger than 240mm x 162mm, no thicker than 5mm and no smaller than 88mm x 138mm. Oblong in shape, with the length at least 1.2 times the width.

Tray Labels

Labels of a specific format and size as approved by Australia Post. Tray labels are attached to mail trays to indicate the mail destination, PreSort category and delivery standard required.

Contacts for PreSort Service Enquiries

New South Wales

Sales and Marketing
Australia Post
219–241 Cleveland Street
STRAWBERRY HILLS NSW 1420
Ph (02) 9202 6092

Victoria

Australia Post
Customer Care Centre
GPO Box 72
MELBOURNE VIC 3001
Ph 13 11 18

Queensland

Australia Post
Business Development Manager - Letters
Level 1 GPO
BRISBANE QLD 4000
or
GPO Box 6000
BRISBANE QLD 4001
Tel: 13 11 18

South Australia

Australia Post
Sales & Marketing Business Unit
GPO Box 4555
ADELAIDE SA 5001
Ph 13 11 18

Western Australia

Australia Post
Business Services Department
6th Floor GPO
3–7 Forrest Place
PERTH WA 6000
Ph 13 13 18
or
GPO Box 9000
PERTH WA 6848

Tasmania

Australia Post
Customer Care Centre
Sales & Marketing Unit
1st Floor GPO
9 Elizabeth Street
HOBART TAS 7000
Ph 13 13 18
or
GPO Box 4000
HOBART TAS 7001