

Full rate mailing statement guide

Use this form if your organisation does not have a contract with Australia Post – otherwise use the Contract Mailing Statement.

1 Parcels up to 5kg within Australia

Referring to the column headers please write in the:

- Parcel Service Code
- quantities for Domestic locations and External Territories
- article weight (see Cubing), or article size (for National Flat Rate services).

For listing of External Territories please see statement.

Senders must always sign the Aviation Security and Dangerous Goods Declaration for all parcels that require carriage by air including Express Post and those to External Territories.

2 Parcels over 5kg within Australia

Referring to the column headers please write in the:

- Parcel Service Code
- Destination postcode
- quantity
- article weight (see Cubing).

Cubing

Regular and Express Post articles are weighed, measured and then assessed by either their Physical or Cubic weight equivalent, whichever is greater.

The formula for calculating a parcel's cubic weight is: $(\text{Length} \times \text{Height} \times \text{Width}) \times 250 = \text{Cubic weight (kg)}$.

Note: When using the above formula, show all dimensions in metres (eg 30cm = 0.3m).

3 International Parcels and Express Letters

- Please enter:
- Service code
 - Country Zone – refer to *Post charges* booklet or go to auspost.com.au
 - individual quantities and weights for each charging zone.



Complete and print the online customs form at auspost.com.au/declareonline or scan the QR code above.

Full rate mailing statement (Non-contract lodgements)



1. Parcels up to 5kg within Australia

• Regular National Flat Rate	B30	Code	Quantity		Item weight (kg)
			Domestic	Ext. Territory	
• Express Post	BF5	B20	6	1	3.5
• National Flat Rate	B36	B36	5		2.75
• Express Post*	BF6	B61	2	2	4
• Local Country	B36	BF5	4		M
• Medical/Educational Remote	B61				
• Medical/Edu. Remote Local Country	B66				

*Only available on eligible Australia Post packaging.
Apply a Parcel tracking label to each item.

Parcel weight
Declared weight is now required for all parcels (size only for BF5 and BF6). Articles are weighed, measured and then assessed by either their Physical or Cubic weight equivalent, whichever is greater. The formula for calculating a parcel's cubic weight is: $(\text{Length} \times \text{Height} \times \text{Width}) \times 250 = \text{Cubic weight (kg)}$.
Note: When using the above formula, all dimensions are in metres (eg 30cm = 0.3m).

2. Parcels over 5kg within Australia

• Regular	B31	Code	Postcode	Quantity	Item weight (kg)
• Express Post	B21				
• Local Country	B36	B31	3174	1	8
		B31	4510	2	5.25
		B31	4500	2	8.25
		B21	5001	1	12

Apply a Parcel tracking label to each item.

Parcels features
• **Signature on Delivery:** Activated via prepaid labels applied to the applicable items.
• **Extra Cover:** Requires you to purchase Signature on Delivery for articles valued above \$500. Please use the *Lodgement Receipt form for multiple lodgements* (8836965) to record the article value.

3. International Parcels and Express Letters

Service (Enter code)	Zone (Enter zone 1-5)	Up to 50g (Economy Air only)	Up to 250g	Over 250g up to 500g	Over 500g up to 1kg	Over 1kg up to 1.5kg	Over 1.5kg up to 2kg	Quantity	
								Item weight (kg)	
International Express: Documents	I66	1	4						
• Merchandise	I67								
International Standard: Up to 2kg	I64	3		4					
• Over 2kg up to 20kg	I65	5		4					
International Economy: Air (Up to 2kg)	I63								
• Sea (Over 2kg up to 20kg)	I62	2					1	2.5	

• **Original** - Office of lodgement • **Duplicate** - Customer copy

4. Letters within Australia – Regular delivery

	Code	Domestic		External Territory
		Full rate	Imprint	
Small letters	B01	25		
Large letters Up to 125g	B03	4		
Over 125g up to 250g	B03			
Over 250g up to 500g	B03			2
Seasonal cards	B15			

5. Letters within Australia – Priority delivery

	Code	Domestic		External Territory
		Full rate	Imprint	
Small letters	C01		20	
Large letters Up to 125g	C03		12	
Over 125g up to 250g	C03			
Over 250g up to 500g	C03			

6. International letters – Economy Air

	Code	Zone 1 NZ	Zone 2 Asia Pac	Zone 3 US & Canada	Zone 4 UK & EUR	Zone 5 RoW
		Small letters Up to 250g	I61	4		
Large letters Up to 500g	I51					
Greeting cards Up to 50g	I15					

7. Letters additional services

	Code	Domestic		External Territory	
		Barcoded	Unbarcoded	Barcoded	Unbarcoded
Registered Post	B75		2		
Imprint	C75				
Delivery confirmation	B74				
Person to person	B74				
Extra Cover	O41 or O44				

Mailing statement number

External Territories
Include items for:
• WA External Territories (Christmas Is. 6796, Cocos (Keeling) Is. 6799)
• Aust Antarctic Territories 7151
• Norfolk Is. 2899

8. Australia Post product purchases

Description	Code	Quantity
C5 - Exp	50058	10
20 x \$1.10 booklet		2

Customer details

V. Customer
18 Long Road
SPENCEVILLE QLD 4810
Business Credit Account Number 617297
Customer reference Sales
Phone 4162 1352 Date (DD/MM/YYYY) Time am/pm 11/21/22
Name of person lodging (block capitals please) KEN JONES

Customer declaration

The customer certifies that the articles have been prepared and packaged in accordance with the Australia Post Terms and Conditions and the information provided on this form is accurate. The customer acknowledges that the articles will be carried in accordance with the Australia Post Terms and Conditions, available at any Post Office or auspost.com.au/terms-conditions/general-terms-conditions

Customer's name Ken Jones
Customer's signature K Jones

Australia Post use only

Received by:
Driver's signature _____ Date (DD/MM/YYYY) / /
Revenue Protection check:
Name of accepting officer _____ Date (DD/MM/YYYY) / /
Signature of accepting officer _____ Check type:
 Basic FIC010 LOS
Check result: Correct Altered
ABN 28 864 370 579 8837789 • Feb 2024

4&5 Letters within Australia

A small letter is:

- Rectangular in shape
- No larger than 130mm x 240mm
- No thicker than 5mm
- No heavier than 250g.

A large letter is:

- Rectangular in shape
- No larger than 260mm x 360mm
- No thicker than 20mm
- No heavier than 500g
- Not a small letter.

Seasonal card – sealed small or large letter envelope endorsed CARD ONLY available Nov and Dec. Special post charges apply. Max weight 125g.

8 Australia Post product purchases

For purchasing Australia Post products and charging to your account.

Customer details

Contact details for the organisation and the team member who has lodged mail.

Business Credit Account Number, Customer reference and Date

Your organisation's account number.
Customer reference is for your organisation's reference if required.
Date statement submitted.

6 International letters and greeting cards - Economy Air

Letters sent overseas must only contain printed material with no commercial value. Letters include enveloped mail and lettersheets. Refer to 4&5 Letters within Australia for definition of small and large letter.

Letters to overseas are separated by Country Zone. Refer to *Post charges* booklet or auspost.com.au

Greeting cards - contents that are card(s) only / postcard(s), are endorsed with CARD ONLY and sealed within an envelope.

7 Letters additional services

Please list other additional services used e.g., Registered Post, Delivery Confirmation, Person to Person and Extra Cover.

Accepting officer

Australia Post use only.

Customer declaration

All customers are required to sign the customer declaration and complete this form in full when lodging.