#### 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

#### 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 are assessed by either their Physical or Cubic weight equivalent, whichever is greater.

The formula for calculating a parcel's cubic weight is: (Length × Height × Width) × 250 = Cubic weight (kg).

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

# 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.

4. Letters within Australia - Regular delivery

B01

B03

D15

C01

Small letters

Seasonal cards

Large letters Up to 125g

Over 125g up to 250g B03

Over 250g up to 500g B03

5. Letters within Australia

large letters Unito 125g CO3

Small letters Up to 250g Large letters Up to 500g I51

Greeting cards Up to 50g I15

7. Letters additional servi

Registered Post Regular B75

Please use the Lodgement Receipt form for multiple

Over 125g up to 250g C03

Over 250g up to 500g C03

Australia Post

Imprint

Imprint

20

12

Domestic

Territor

External

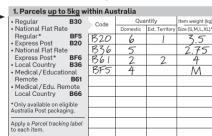
Territory

External Territory

Domoctic

Full rate

### Full rate mailing statement (Non-contract lodgements)



Declared weight is now required for all parcels (size only for BE5 and BE6). Articles are weighed, measured and then are assessed by either their Physical or Cubic weight equivalent, whichever is greater. The formula for calculating a parcel's cubic weight is: (Length x Height x Width) x 250 = 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 • Express Post B21	Code	Postcode	Quantity	Item weight (kç
Local Country B36	B31	3174	- 1	8
Apply a Parcel tracking label	B31	4510	2	5.25
to each item.	B31	4500	2	8.25
	B21	5001	- 1	12

#### Parcels features

International Express:

International Standard:

International Economy:

Air (Up to 2kg) I63 Sea (Over 2kg up to 20kg) I62

Up to 2kg
Over 2kg up to 20kg

Documents Merchandise

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

I66 I67

• Original - Office of lodgement • Duplicate - Customer copy

#### Priority Delivery confirmation Ь7A Person to person extra Cover O41 or O44 3. International Parcels and Express Letters Zone Up to 50g Up to 250g Over 250g Over 500g Over 1kg Over 1.5kg Up to 500g Up to 1kg Up to 1.5kg Up to 25kg (Enter (Enter zone 1–5) 5 4 2.5

## 4.5 Letters within

#### A small letter is:

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

#### A large letter is:

- Rectangular in shape
- No larger than 260mm × 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.

#### Australia Post product purchases

For purchasing Australia Post products and charging to vour 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.

#### **International Parcels** 3 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.



#### 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

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.

#### Letters additional services

Mailing statement number

50058

119

Customer's signature

L Jones

Date (DX/MM/YYYY)

Date (DD/MM/Y

Sheck type:

WA External Territories (Christmas Is. 6798
 Aust Antarctic Territories 7151
 Norfolk Is. 2899

10 booklet

SPENCEVILLE OLD 4810

The customer certifies that the articles have been prepared and packaged in accordance with the Australia Post Teles and

Conditions and the information provided on this form is at The customer acknowledges that the articles will be carri

accordance with the Australia Post Terms and Conditions available at any Post Office or auspost.com.au/terms-conditions/general-terms-conditions/

8. Australia Post prod

Description

(5 - EXD

Customer details

Customer's name

Received by:

Driver's signature

Ken Jones

Revenue Protection check:

ture of accepting officer

Name of accepting officer

Australia Post use only

V Cuctomer

18 Long Road

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

#### Accepting officer

OFICO10 OLO

Check result: Correct Altere

Quantity

10

Australia Post use only.

#### **Customer declaration**

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