

# Unaddressed Mail

## Political booking request



\* symbol indicates required information

### Booking request type\* (select one)

- Standard** Unaddressed Mail – Political booking  
▶ Email completed form to: **ums@auspost.com.au**
- Premium** Unaddressed Mail – Political booking  
▶ Email completed form to: **premiumums@auspost.com.au**  
For Premium bookings, the lodgement must be made one business day prior to the delivery week. Booking requests must be received no later than 5pm Wednesday before the requested delivery week.

### 1. Customer details

#### Organisation that is being promoted

Company name\*

Address\*  
  
  
 Postcode

Contact name\*  
 Mobile number

Telephone number\*  
 Fax number

Email\*

### 2. Mailing agent / printer details (if applicable)

#### Only required if lodging articles with Australia Post on customer's behalf

Company name

Address  
  
  
 Postcode

Contact name  
 Mobile number

Telephone number  
 Fax number

Email

### 3. Article details\*

Publication name (maximum 20 characters)

**Publication type:** (select one)

Brochure  Card  Catalogue  Coupon  
 Envelope  Flyer  Magazine  Sample  
 Other (please specify)

### 3. Article details (continued)\*

#### Article dimensions

Width (shortest dimension)  mm X Length (longest dimension)  mm

Thickness per 100 articles  mm Weight per 100 articles  grams

If article is not printed on paper or card, a sample will be required.

### 4. Surplus / shortage instructions\*

Australia Post is not able to guarantee the exact number of delivery points in a postcode or locality at any given time. Please select one of the two options below to indicate how you want us to manage any surplus or shortage of articles: (select one)

- As per the general terms and conditions of the Unaddressed Mail service:  
• shortfall supplied: deliver at the discretion of Australia Post  
• surplus supplied: dispose of at the discretion of Australia Post.
- Surplus: pursuant to instructions agreed in writing with Australia Post – additional fees apply (exceptional circumstances only).

### 5. Special remarks

This is a free text field for any special remarks about your booking that are relevant to you for your future reference, for example, "Store ID number 1234", "Springfield – August catalogue", "Sale name: Christmas Promo". (maximum 50 characters)

  

### 6. Booking details\*

Preferred office of lodgement (optional – if no lodgement office is nominated then one will be assigned)

Address types: (select all that apply)  Private  Business

**Service type:** (select either Regular or Select service options)

#### Regular service

Address types:  Street  Roadside  PO Boxes  Counter

Regular service is when a minimum of all available Private and/or Business Street and Roadside delivery points in an individual locality or postcode is selected. You can choose to include PO Box and/or Counter address types as a Regular service.

#### Select service

Address types:  Street  Roadside  PO Boxes  Counter

Deliver no more than  articles in total

Customise and / or use a Campaign Targeter Tool postal round file

Select service applies when you decide to:

- exclude available Street and/or Roadside delivery points from your chosen localities or postcodes, or
- limit the amount of articles for delivery, ie using the 'Deliver no more than' box, or
- choose to deliver to postal rounds via Custom Booking or using the Campaign Targeter Tool.

Please provide additional detail in section 7. Contact the Unaddressed Mail service team if assistance on customised bookings is required.

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## 6. Booking details (continued)\*

### Delivery week (Mon-Fri) (DD/MM/YYYY)

Between   to Friday

### Select when Australia Post should commence delivery: (select one)\*

In the scheduled delivery week, as above  Earlier if possible

### Delivery capacity

Occasionally, delivery capacity may not be available for your nominated delivery week for some localities or postcodes. We will email you with options to complete your booking. Please respond to our email within two business days.

## 7. Required localities\*

Current delivery points spreadsheets are available from the Unaddressed Mail service team

Select one:  Electorate campaign  First Campaign Week (Federal elections only)

Electorate name

Note: Please be advised that partial electorate bookings are not possible.

I have a Campaign Targeter Tool file attached to this booking

## 8. Payment method\*

### Select one:

Cash  EFTPOS

Business Credit Account (please complete details)

Business Credit Account Number

Contract number (if applicable)

Account name

## 9. Declaration\*

I have authority to act on behalf of the organisation named in section 1. I acknowledge that I have read, understood and agree to the Unaddressed Mail Service and Premium Unaddressed Mail Service Terms and Conditions available at [auspost.com.au/terms](https://auspost.com.au/terms)

Name

Date (DD/MM/YYYY)

 

## 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 able to 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 11 18 to contact us.

## Booking request submission

### Please ensure that all details on the form are completed.

Please return the completed form by email or fax.

Standard booking email: **ums@auspost.com.au**

Standard booking fax: **1300 797 855**

Premium bookings must be selected at the top of this form as Premium Unaddressed Mail and emailed or faxed to the Premium UMS contact details. Booking requests are to be sent by Wednesday 5pm prior to the delivery week. Failure to do so will result in bookings not being accepted.

Premium booking email: **premiumums@auspost.com.au**

Premium booking fax: **1300 704 290**

If you require special approval for articles over 100g or have any queries you can contact the Unaddressed Mail service team on:

Email: **ums@auspost.com.au**

Telephone: **1300 223 571**

Within 3 days of submitting this booking form we will send you or your mailing agent a Booking Confirmation Advice and instructions for preparing your lodgement. The "Advice" will confirm the number of printed articles required, areas of distribution, the price, lodgement date and lodgement office.

If you are not going to lodge a confirmed booking, please cancel it no later than the business day prior to the lodgement date as stated on your Booking Confirmation Advice. Failure to cancel will incur a "No Show Fee" (table of charges is on the website).