



Envelope Layout Standards

Your guide to envelope layout standards for manually-sorted bulk mail
(GoFlexible and PrintPost)

Effective from October 2007

Contents

Manually-sorted bulk mail

This details the layout standards for manually-sorted bulk mail.

These standards apply to:

- GoFlexible
- PrintPost.

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Introduction

This guide will help you to design your mail piece so it meets the envelope layout standards for our manually-sorted mail products.

The purpose of these standards is to make sure we can process your mail items efficiently and reliably. Please follow these standards when you are preparing mail for:

- **GoFlexible**
- **PrintPost.**

These standards are mandatory from 1 July 2008.

Lodging your mailing

Before you lodge your mailing, it's a good idea to double check:

- you have completed the lodgement documentation correctly.
- your mailout meets the applicable minimum volumes.

If the documentation does not reflect the characteristics of the actual lodgement, we'll change it and notify you of the change – this could involve a higher rate being applied.

If you're unsure about any aspect of your envelope design and layout, please contact us.

You can email us at envelopelayouts@nzpost.co.nz or call **0800 501 501**.

Additional information

These documents will ensure your mail piece meets our addressing and layout standards, including terms and conditions and other product requirements. They also provide detailed information about the products and services mentioned in this brochure:

- Address and Layout Guide (ADV356)
- SendRight Address Accuracy Programme brochure (ADV369)
- PermitPost brochure (ADV37)
- GoFlexible brochure (ADV380)
- PrintPost brochure (ADV345).

All brochures can be found online at www.nzpost.co.nz

1.0 GoFlexible

GoFlexible provides a manually-sorted option that has more flexible requirements than machinable mail. The minimum lodgement for GoFlexible is 500 same sized items.

This makes it an ideal solution for creative mail pieces as there are no limitations on colours, font styles or graphics. Mail pieces can also be flow-wrapped.

There is a range of sizes and dimensions available under GoFlexible:

Size	Maximum dimensions	Maximum weight
Medium	235mm x 120mm x 20mm	500g
Large	235mm x 165mm x 20mm	500g
Extra Large	325mm x 230mm x 20mm	500g
Oversize	385mm x 260mm x 20mm	1kg
Dimensional	235mm x 150mm x 30mm	500g

Key elements

- Each item must have an approved PermitPost impression that includes the words 'New Zealand', your allocated PermitPost number, and either an approved New Zealand Post PermitPost logo or a customised PermitPost logo.
- The PermitPost impression needs to be clearly visible on the mail piece.

- The PermitPost impression must be on the front, on the same side as the delivery address.
- If using labels, the PermitPost impression can be included on the address label or a separate adhesive label.
- Each item must have a clearly visible and valid New Zealand Post delivery address¹. For ease of reading, please use a font size of 8pt or more.
- Each item must have a valid New Zealand Post sender address. The sender address should include a postcode and can be anywhere on the mail piece, but must be clearly distinguishable from the delivery address.
- The mailing needs to comply with all other product requirements specified in the GoFlexible brochure (ADV380).

For pricing and all terms and conditions, please see www.nzpost.co.nz/goflexible, the GoFlexible brochure (ADV380) and the GoFlexible rate card (ADV378).

¹ This includes PO Boxes and Private Bags and also applies to the return address.

1.1 PrintPost

PrintPost is especially for periodicals and magazines (i.e. they must have a fixed title and be published at least twice a year) and catalogues (i.e. publications that market products and services to and invite purchases from the recipients - again published at least twice a year).

The minimum number of items is 1000 and price is determined by weight (if lodging an assortment of various titles the total lodgement is priced based on the weight of the heaviest item) and lodgement time.

For full terms and conditions, see the PrintPost product brochure (ADV345). Prices are available on the PrintPost and VolumePost rate cards (ADV365).

Key elements

- Each item must have an approved PermitPost impression that includes the words 'New Zealand', your allocated PermitPost number, and either an approved New Zealand Post PermitPost logo or a customised PermitPost logo.
- The PermitPost impression must be clearly visible on the mail piece.
- If using labels, the PermitPost impression can be included on the address label or a separate adhesive label.
- The PermitPost impression must be on the front, on the same side as the delivery address.
- Each item must have a clearly visible and valid New Zealand delivery address¹. For ease of reading, please use a font size of 8pt or more.
- Each item must have a valid New Zealand Post sender address. The sender address should include a postcode and can be anywhere on the mail piece but must be clearly distinguishable from the delivery address.

- The lodgement needs to comply with all other product requirements as set out in the PrintPost brochure (ADV345).

For pricing and all terms and conditions, please refer to the PrintPost brochure (ADV345) and the PrintPost and VolumePost rate cards (ADV365).

¹ This includes PO Boxes and Private Bags and also applies to the return address.

Contacts

For further information, please visit our website **www.nzpost.co.nz**, email **envelopelayouts@nzpost.co.nz**, or call our Customer Service Centre on **0800 501 501**.

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