

Bulk Mail products quick reference guide

	VolumePost 1	VolumePost 3	PrintPost	GoFlexible		
Offer	What the service is designed for	VolumePost is ideal for mail such as invoices, statements, company announcements and promotions . It offers great potential for savings if mail is prepared to New Zealand Post requirements.		PrintPost is especially designed for delivering magazines, periodicals and catalogues . Must be lodged at least twice a year (the same title).	GoFlexible is a creative mailing solution which allows customers to lodge unusual shapes, flow wrapped, thicker and boldly coloured items .	
	Machine sorted or Manually sorted	Machine sorted		Manually sorted		
	Special conditions	Mail must meet all New Zealand Post requirements and be of the same size to qualify for VolumePost 1 rates. Savings can be achieved by lodging in the morning or afternoon. Only paper based envelopes can be used as VP1 mail is machine processed.	Mail must meet all New Zealand Post requirements and be of the same size to qualify for VolumePost 3 rates. Mail must be lodged between 8am and 5pm (12 noon to 5pm lodgements incur an additional charge). Only paper based envelopes can be used as VP3 mail is machine processed.	It cannot be used for delivering handbooks, manuals, directories or annual reports. Flow wrapped items cannot obstruct the recipient's address details. All 1,000 items must be in the same weight range, or if not in the same weight range they must be lodged in the range of the heaviest item.	Flow wrapped items cannot obstruct the recipient's address details. If the mailing incorporates loose or protruding parts we may need to test the item in our network prior to approval.	
		Must meet the Envelope Layout Standards for machine sorted mail		Must meet the Envelope Layout Standards for manually sorted mail		
Note – all Bulk Mail must:						
	Meet Addressing Layout Standards Meet the relevant Envelope Layout Standards Have a Statement of Accuracy Have a completed Statement of Posting form ¹		Have an approved PermitPost impression Have a New Zealand return address Have a New Zealand Post delivery address Be lodged using the correct Product Code			
Dimensions	Size (height x length)	Minimum dimensions: 88mm x 138mm Maximum dimensions: Medium: 130mm x 240mm Large: 165mm x 240mm		Maximum dimensions: 260mm x 385mm	Maximum dimensions: Medium: 130mm x 240mm Large: 165mm x 240mm Extra Large: 230mm x 325mm Oversize: 260mm x 385mm Dimensional: 150mm x 240mm	
	Maximum thickness	6mm		20mm	20mm for Medium, Large, Extra Large and Oversize 30mm for Dimensional	
	Weight limit	Up to 250g		Up to 1.5kg	Up to 500g for Medium, Large, Extra Large and Dimensional and up to 1kg for Oversize	
General requirements	Minimum lodgement volume	1,000	300	1,000	500	
	Postcode requirement	Sorted in ascending postcode order	No postcode sorting required	Sorted in ascending postcode order	Sorted in ascending postcode order	
	Address accuracy required²	Requirement of 85% address accuracy ²	Requirement of 85% address accuracy ²	Requirement of 85% address accuracy ²	Requirement of 85% address accuracy ²	
Mail lodgement	Mail Lodgement times	Standard: lodgements must be made after 8am and before 12 noon Monday to Friday (excluding public holidays). Afternoon: lodgements must be made after 12 noon and before 5pm Monday to Friday (excluding public holidays). Evening/Weekend: after 5pm, on weekends or public holidays. Lodgements can only be made by prior arrangement with your local Mail Service Centre	Standard: lodgements must be made after 8am and before 12 noon Monday to Friday (excluding public holidays). Afternoon: lodgements must be made after 12 noon and before 5pm Monday to Friday (excluding public holidays). If you lodge mail later than 5pm we'll still accept it, but it won't qualify for VolumePost 3 rates.	Standard: lodgements must be made after 8am and before 12 noon Monday to Friday (excluding public holidays). Afternoon: to qualify for this price lodgements must be made after 12 noon and before 5pm Monday to Friday (excluding public holidays). Evening/Weekend: after 5pm, on weekends or public holidays. Lodgements can only be made by prior arrangement with your local Mail Service Centre.		
		<ol style="list-style-type: none"> Sort into ascending postcode order (if applicable) Place items address side up in letter trays (or bundles if lodging GoFlexible or PrintPost) PermitPost impression in the top right hand corner of the item (top centre if using reuseable envelopes or anywhere on the front on the same side as the delivery address if using GoFlexible or PrintPost) Include completed Statement of Posting form 				
Further information	Brochure references	VolumePost brochure (ADV7) VolumePost Rate Card (ADV365) Envelope Layout Standards for Machine Sorted Mail (ADV363) SendRight™ Address Accuracy Programme (ADV369) Address and Layout Guide (ADV356)	PrintPost brochure (ADV345) PrintPost Rate Card (ADV364) Envelope Layout Standards for Manually Sorted Mail (ADV391) SendRight™ Address Accuracy Programme (ADV369)	GoFlexible brochure (ADV380) GoFlexible Rate Card (ADV378) Envelope Layout Standards for Manually Sorted Mail (ADV391) SendRight™ Address Accuracy Programme (ADV369)		
	Additional tools	VolumePost and GoFlexible Dimension Guide (ADV239)			VolumePost and GoFlexible Dimension Guide (ADV239)	
You must be a business account customer and be on credit terms to access the Bulk Mail products. Please contact the Customer Service Centre on 0800 501 501 or your Account Manager for further information						

¹ This refers to either an AR19N form or Lodgement Manager Manifest.

² From 1 July 2008, in accordance with the SendRight™ Address Accuracy programme, to qualify for Bulk Mail rates you will need to declare your Statement of Accuracy ID Number and % on the Statement of Posting form. A target of 85% is required to qualify for Bulk Mail rates on the total lodgement.

Please refer to the full brochures for complete product information. Please note this guide is intended as a summary only.

The standard terms and conditions of the products and services offered by New Zealand Post Limited, including information on the extent of our liability, are set out in the Public Contract and the Postal Users' Guide. These are available on our website, www.nzpost.co.nz or for reference at your local New Zealand Post retail outlet. Other conditions for credit customers are contained in the business terms and conditions provided to these customers when credit was arranged.