

Envelope Layout Standards for manually-sorted Bulk Mail

GoFlexible™, PrintPost™ and Business Flexible

Effective from 1 October 2010



Manually-sorted Bulk Mail

This details the layout standards for manually-sorted Bulk Mail.

These standards apply to:

- GoFlexible
- PrintPost
- Business Flexible.

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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
- Business Flexible
- PrintPost.

These standards take effect from 1 October 2010 and replace any previous versions.

Lodging your mail

Before you lodge your mail, it's essential to double check:

- you have completed the lodgement documentation correctly
- your mail meets the applicable minimum volumes and product requirements.

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 postage 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

To ensure your mail piece meets the relevant addressing and layout standards, including terms and conditions and other product requirements, refer to our website at www.nzpost.co.nz/addressing and www.nzpost.co.nz/bulkmail.

1.0 GoFlexible and Business Flexible

These products provide a manually sorted option with more flexible requirements than machineable Bulk Mail. The minimum lodgement for GoFlexible is 500 same sized items and 300 for Business Flexible. These are ideal solutions 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 and Business Flexible:

Size	Maximum dimensions (height x length)	Maximum thickness and weight	
		Up to 20mm	Up to 40mm
Medium	240mm x 130mm	500g	1kg
Large	240mm x 165mm	500g	1kg
Extra large	325mm x 230mm	500g	1kg
Oversize	385mm x 260mm	1kg	1.5kg

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 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's address. The sender's 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.

¹ This includes PO Boxes and Private Bags and also applies to the sender's 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 1,000 per lodgement and price is determined by weight (if lodging an assortment of various weights the total lodgement is priced based on the weight of the heaviest item) and lodgement time.

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 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's address. The sender's 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.

¹ This includes PO Boxes and Private Bags and also applies to the sender's 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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