

Bulk Mail products quick reference guide

Effective from 1 October 2010

	VolumePost™ 1	VolumePost™ 3	Business Standard™	PrintPost™	GoFlexible™	Business Flexible™		
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.	Business Standard is ideal for smaller lodgements of machinable mail. A Statement of Accuracy is not required.	PrintPost is especially designed for delivery of magazines, periodicals and catalogues. The same titled item must be lodged at least twice a year.	GoFlexible is a creative mailing solution for lodging unusual shapes, flow wrapped, thicker and boldly coloured items.	Business Flexible is ideal for smaller lodgements of creative mail pieces. A Statement of Accuracy is not required.		
	Machine-sorted or manually-sorted	Machine-sorted			Manually-sorted			
	Special conditions	Mail must have a current Statement of Accuracy. 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. Mail is machine-sorted so you must use paper-based envelopes only.	Mail must have a current Statement of Accuracy. Mail must meet all New Zealand Post requirements and be of the same size to qualify for VolumePost 3 rates. Mail is machine-sorted so you must use paper-based envelopes only.	A Statement of Accuracy is not required. Mail must meet all New Zealand Post requirements and be of the same size to qualify for Business Standard rates. Mail is machine-sorted so you must use paper-based envelopes only.	Mail must have a current Statement of Accuracy. PrintPost cannot be used for delivery of 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.	Mail must have a current Statement of Accuracy. 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.	A Statement of Accuracy is not required.	
		Must meet the Envelope Layout Standards for machineable mail			Must meet the Envelope Layout Standards for manually-sorted Bulk Mail			
Note, all Bulk Mail must:								
	<ul style="list-style-type: none"> Meet Addressing Layout Standards Meet the relevant Envelope Layout Standards Have a completed Statement of Posting form¹ Be lodged using the correct product code 			<ul style="list-style-type: none"> Have an approved PermitPost™ impression Have a valid New Zealand Post return address, including the correct New Zealand Post postcode Have a valid New Zealand Post delivery address, including the correct New Zealand Post postcode 				
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			
	Maximum thickness	6mm			20mm	There are two maximum thickness options: - up to 20mm - up to 40mm		
	Weight limit	Up to 50g			Up to 1.5kg		Up to 20mm Medium 500g Large 500g Extra large 500g Oversize 1kg	Up to 40mm 1kg 1kg 1kg 1.5kg
General requirements	Minimum lodgement volume	1,000	300		1,000	500		300
	Postcode requirement	Sorted in ascending postcode order	No postcode sorting required	No postcode sorting required	Sorted in ascending postcode order	Sorted in ascending postcode order		No postcode sorting required
	Statement of accuracy required	Yes	Yes	No	Yes	Yes		No
Mail lodgement	Mail lodgement time	Standard rates: apply to mail lodged after 8am and before 12 noon Monday to Friday Afternoon rates: apply to mail lodged between 12 noon and 5pm Monday to Friday Evening and weekend rates: apply to mail that is specifically asked to be processed after 5pm or on weekends or public holidays. Mail will only be accepted for evening and weekend rates by prior arrangement with your New Zealand Post Mail Service Centre Manager	Standard rates: apply to mail lodged after 8am and before 12 noon Monday to Friday Afternoon rates: apply to mail lodged between 12 noon and 5pm Monday to Friday	Rates apply to mail lodged after 8am and before 6pm Monday to Friday	Standard rates: apply to mail lodged after 8am and before 12 noon Monday to Friday Afternoon rates: apply to mail lodged between 12 noon and 5pm Monday to Friday Evening and weekend rates: apply to mail that is specifically asked to be processed after 5pm or on weekends or public holidays. Mail will only be accepted for evening and weekend rates by prior arrangement with your New Zealand Post Mail Service Centre Manager.	Rates apply to mail lodged after 8am and before 6pm Monday to Friday		
	Brochure references	Bulk Mail rate card (ADV393) Envelope Layout Standards for machine-sorted mail (ADV363)			PrintPost rate card (ADV364) Envelope Layout Standards for manually-sorted Bulk Mail (ADV391)	Bulk Mail rate card (ADV393) Envelope Layout Standards for manually-sorted Bulk Mail (ADV391)		
Additional tools	Bulk Mail dimension guide (ADV239)							

¹ This refers to either a manual PIR19N form or a Lodgement Manager manifest.