

Metered Mail - Pre-lodgement checklist

To assist Australia Post in delivering your metered articles accurately and efficiently, please use the following checklist when preparing and lodging your letters and parcels.

1. Check that you have **addressed** your articles correctly, including the locality, state and postcode within the address block.
2. If you are lodging articles containing a 4 state barcode as part of the address block, please check that the barcode has been printed in accordance with all requirements. To view the latest requirements please visit auspost.com.au/bulkmail
3. Ensure that your **return address** is shown on each article. The return address can be printed as part of your metered mark or be printed in the top left hand corner.
4. Ensure that the articles you are printing a metered mark on do not contain the Postage Paid Australia indicia. Postage Paid Australia envelopes should not be used in conjunction with any metered mail.
5. Affix any relevant **service labels** (Air Mail, Express Post, Parcel Post or Dangerous Goods) where appropriate and on the correct areas of your article(s). Please refer to the Postage meters – Conditions of use guide for further information.
6. If you include a **date** in your metered mark, it must be the date of lodgement.
7. Ensure that the **correct postage** is applied to each article. Please ensure that you select the correct product and that your postage meter scales (if applicable) have detected the correct size, weight and price of your articles. It is vital that your postage meter does not default to zero value postage prior to printing a metered mark on your articles or labels.
8. Ensure you have selected the correct product code, weight and postage rate for your article(s). Some services have a minimum lodgement volume required to qualify, please see table below.

| PRODUCT NAME | MINIMUM VOLUME |
|-----------------------|------------------------------------|
| PreSort Letters | 300 (barcoded letters) |
| Charity Mail | 300 (barcoded letters) |
| Impact Mail | 300 |
| Clean Mail | 300 |
| Promo Post | 4000 (barcoded letters) |
| Print Post | 100 |
| Local Country Letters | 10 (eligible postcode areas apply) |

9. Bundle, tray or separate your articles in accordance with the specified conditions of the service you are using for example PreSort barcode direct, residue etc.

IMPORTANT

- You must ensure you have the most up to date rates table downloaded in your meter. Please contact your postage meter supplier if you are unsure.
- It is highly recommended that you do not meter envelopes or labels in bulk. Should a price change occur before you have exhausted your stock, you will not be able to use them as they will be deemed as underpaid mail.
- All articles detected as underpaid may either be returned to you or result in the deficient postage being applied directly to your Australia Post charge account in addition to a \$1.50 underpaid mail fee per article.

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