Unaddressed Mail – booking request

AUSTRALIA POST

* symbol indicates required information

Booking request type* (select one)

(●) **Standard** Unaddressed Mail
▶ Email completed form to: **ums@auspost.com.au**

( ) **Premium** Unaddressed Mail
▶ Email completed form to: **premiumums@auspost.com.au**

For Premium bookings, the lodgement must be made one business day prior to the delivery week. Bookings must be received no later than 5pm Wednesday before the requested delivery week.

1. Customer details

Organisation that is being promoted

Company name*
Protein Pty Ltd

Address*
78 Cochranes Road
Moorabbin
VIC Postcode 3189

Contact name* John Munro
Mobile number 0418 996 356

Telephone number* 039 5551059
Fax number

Email* john@mariner.net.au

2. Mailing agent / printer details (if applicable)

Only required if lodging articles with Australia Post on customer's behalf

Company name

Address

Postcode

Contact name
Mobile number

Telephone number
Fax number

Email

3. Article details*

Publication name (maximum 20 characters)
Flyer

Publication type: (select one)

( ) Brochure (●) Card ( ) Catalogue ( ) Coupon
( ) Envelope ( ) Flyer ( ) Magazine ( ) Sample
( ) Other (please specify)

3. Article details (continued)*

Article dimensions

Width (shortest dimension) 90 mm X Length (longest dimension) 140 mm

Thickness per 100 articles 50 mm
Weight per 100 articles 100 grams

If article is not printed on paper or card, a sample will be required.

4. Surplus / shortage instructions*

Australia Post is not able to guarantee the exact number of delivery points in a postcode or locality at any given time. Please select one of the two options below to indicate how you want us to manage any surplus or shortage of articles: (select one)

(●) As per the general terms and conditions of the Unaddressed Mail service:
- shortfall supplied: deliver at the discretion of Australia Post
- surplus supplied: dispose of at the discretion of Australia Post.

( ) Surplus: pursuant to instructions agreed in writing with Australia Post – additional fees apply (exceptional circumstances only).

5. Special remarks

This is a free text field for any special remarks about your booking that are relevant to you for future reference, for example, "Store ID number 1234", "Springfield – August catalogue", "Sale name: Christmas Promo". (maximum 50 characters)

6. Booking details*

Preferred office of lodgement (optional – if no lodgement office is nominated then one will be assigned)
Moorabbin Vic 3189

For Premium Unaddressed Mail bookings, the lodgement point must be in the same state as your required deliveries.

Address types: (select all that apply) [ ] Private [X] Business

Service type: (select either Regular or Select service options)

Regular service

Address types: [X] Street [X] Roadside [ ] PO Boxes [ ] Counter

Regular service is when a minimum of all available Private and/or Business Street and Roadside delivery points in an individual locality or postcode is selected. You can choose to include PO Box and/or Counter address types as a Regular service.

Select service

Address types: [X] Street [X] Roadside [ ] PO Boxes [X] Counter

[X] Deliver no more than 1,500 articles in total

[ ] Customise and/or use a Campaign Targeter Tool postal round file

Select service applies when you decide to:
- exclude available Street and/or Roadside delivery points from your chosen localities or postcodes, or
- limit the amount of articles for delivery, ie using the 'Deliver no more than' box, or
- choose to deliver to postal rounds via Custom Booking or using the Campaign Targeter Tool.

Please provide additional detail in section 7. Contact the Unaddressed Mail service team if assistance on customised bookings is required.

Continued on page 2

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6. Booking details (continued)*

If you are choosing to deliver to a locality or postcode, Australia Post calculates the percentage of the delivery points in each postal round that are located in your requested locality or postcode to determine the rounds to apply to your booking:

- Rounds that include 80 per cent or more delivery points in your requested delivery areas are automatically included in your booking.
- Rounds that have 20 per cent or less delivery points are excluded from your booking. To include you will need to include the adjacent locality or postcode in your booking.

You can choose to include those with 20 to 80 per cent coverage of your requested delivery areas, by selecting the following option:

☐ Deliver to postal rounds that overlap my requested locality / postcode. (Between 20 to 80 per cent of points within the requested area)

Delivery week (Mon-Fri) (DD/MM/YYYY)

Between Monday 16/07/2018 to Friday 20/07/2018

Select when Australia Post should commence delivery: (select one)*

◉ In the scheduled delivery week, as above ○ Earlier if possible

7. Required localities*

Delivery states: (select all that apply)

☐ NSW / ACT ☒ VIC ☐ QLD ☐ SA ☐ WA ☐ TAS ☐ NT

If this booking is for multiple states, please include separate Excel spreadsheets. You will receive one booking per state.

If this is a Premium Unaddressed Mail booking this must be for delivery in the same state as lodgement.

Please list your requested localities and postcodes – in the table below. eg **Croydon – 5008** if booking by locality, **5008** if booking by postcode.

Delivery point files are available at **auspost.com.au/unaddressedmail**, along with instructions for their use.

If your list exceeds this table, please attach a list in Excel format to this booking.

☐ I have provided Excel spreadsheet(s) ☐ I have a Campaign Targeter Tool upload file

Locality	Postcode
Moorabbin Businesses Only	3189

8. Mailing tray labels (additional charges apply)

☐ Yes, I would like Australia Post to print and supply Unaddressed Mail tray labels

Please contact via email **ums@auspost.com.au** or **1300 223 571** if tray labels are required.

9. Payment method*

Select one: ○ Cash ◉ EFTPOS ○ Cheque (with prior approval)

Business Credit Account Number: 5353185283084284

Contract number (if applicable): 0418996356

Account name: Protein Pty Ltd

10. Declaration*

☒ I have authority to act on behalf of the organisation named in section 1. I acknowledge that I have read, understood and agree to the Unaddressed Mail Service and Premium Unaddressed Mail Service Terms and Conditions available at **auspost.com.au/terms**

Name: john munro

Date (DD/MM/YYYY): 09/07/2018

Privacy notice

Your personal information is collected only to enable us to provide you with the products / services you wish us to provide. The products / services may not be able to be provided without this information. You may request access to your personal information while it is stored by us and we will assess your request in accordance with the law. We will give you reasons where we deny access. Call 13 11 18 to contact us.

Booking request submission

Please ensure that all details on the form are completed.

Please return the completed form by email or fax.

Standard booking email: **ums@auspost.com.au**

Standard booking fax: **1300 797 855**

Premium bookings must be selected at the top of this form as Premium Unaddressed Mail and emailed or faxed to the Premium UMS contact details. Bookings are to be completed by Wednesday 5pm prior to the delivery week. Failure to do so will result in bookings not being accepted.

Premium booking email: **premiumums@auspost.com.au**

Premium booking fax: **1300 704 290**

If you require special approval for articles over 100g or have any queries you can contact the Unaddressed Mail service team on:

Email: **ums@auspost.com.au**

Telephone: **1300 223 571**

A Booking Confirmation Advice will be sent to you or your mailing agent on acceptance of your booking. The "Advice" will confirm the number of printed articles required, areas of distribution, the price, lodgement date and lodgement office.

Australia Post use only

Date received (DD/MM/YYYY)

Date processed (DD/MM/YYYY)

Processed by

Booking advice code

☐ Customer advice sent

Delivery dates (DD/MM/YYYY) (if different from customer's requested dates)

to