



## New Zealand Post has new labels for you to label your Bulk Mail

- We have simplified our Bulk Mail labels – reducing the total number of different labels from 43 to just 11.
- The new labels match up to the new postcodes and make it easier for us to process the mail accurately and efficiently.
- Labelling is simple – if you can make up at least half a tray of letters that have postcodes starting with the same number, attach the matching label. For example, if all the items have postcodes starting with a **2**, label with **Line 2**.
- If the tray or bundle contains letters with a mix of postcodes, use a red and white label.
- Use the chart over the page to match postcodes to the correct label.

### New direct label

The direct label is used for labeling direct trays and bundles. These contain mail with postcodes which all start with the same number.

In the example below, all the postcodes in this tray will start with a 5.

**To Wellington BCM**

Contents  
**Wellington Line 5**

Sun	Wed
Mon	<del>Tue</del>
Tue	Fri

**AKM**

PostCode **5010 5036**

From ..... To .....

Mail House **Southern Mail**

REF **Bond Publications**

**Annotations:**

- Leave yellow tab on if VolumePost 1 or VolumePost 3. Remove yellow tab if PrintPost or Go Flexible.
- Border Colour is green for mail from the North Island and purple from the South Island.
- This indicates where machinable mail will be directed to be processed.
- This indicates where manual mail will go to be directed to be processed.
- Mark the day of lodgement.
- This code shows where the mail was accepted.
- Write down the first and last postcodes in the tray or bundle.
- Make sure the Mail House name is recorded here.
- A customer reference or name needs to be recorded here.

### New red/white label

A red/white label should only be used for:

- full rate mail
- direct trays that are half full
- end of file lodgements (eg items with no postcodes).

**To Auckland BCM**

**Auckland**

VolumePost 1

VolumePost 3

Go Flexible

PrintPost

Full Rate

For full rate please circle size;

**M** L XL OS Mixed

Sun	Wed
<del>Mon</del>	Thu
Tue	Fri

Postcode Range from **0110** to **2697**  Unsorted

Mail House name **Southern Mail**

Customer name or ref **Menzies**

**Annotations:**

- Remove the yellow tab if the mail is not machinable.
- This shows where machinable mail will be directed to.
- This shows where manual mail will be directed to.
- Tick the box to indicate the product.
- If Full Rate - tick this box and circle the size below. If mail is FastPost add a FastPost sticker to the label.
- Mark the day of lodgement.
- Write down the first and last postcode if the mail is in postcode order.
- Tick the box if the mail is a mix of postcodes.
- If mail is from a Mail House, write the Mail House name here.
- Write the customer name or reference here.



## Bulk Mail labelling chart

METRO MAIL CENTRE	NEW POST CODE RANGE	LABEL Contents
<b>NORTH ISLAND</b>		
AUCKLAND	0110 - 0999	AUCKLAND LINE 0
AUCKLAND	1010 - 1971	AUCKLAND LINE 1
AUCKLAND	2010 - 2697	AUCKLAND LINE 2
WAIKATO	3010 - 3998	WAIKATO LINE 3
MANAWATU	4010 - 4999	MANAWATU LINE 4
WELLINGTON	5010 - 5894	WELLINGTON LINE 5
WELLINGTON	6011 - 6972	WELLINGTON LINE 6
<b>SOUTH ISLAND</b>		
CHRISTCHURCH	7005 - 7999	CHRISTCHURCH LINE 7
CHRISTCHURCH	8011 - 8972	CHRISTCHURCH LINE 8
DUNEDIN	9010 - 9893	DUNEDIN LINE 9