

# International Business Mail



International Business Standard™ and International Business Flexible™ give you the opportunity to send Bulk Mail without a Statement of Accuracy (SOA) and still achieve lower postage rates.

International Business Mail has two mailing options available:

- **International Business Standard** is available if you're sending 300 or more same sized items that are able to be machine sorted.
- **International Business Flexible** is suitable if you're sending 300 or more same sized items that do not meet the requirements for machine sorting.

## Product requirements for International Business Mail

You need to ensure that:

- You meet the minimum volume of 300 same sized items.
- Each item has an approved standard or customised DirectPost™ Postage Paid Indicator (PPI) printed onto the envelope or address label. A customised PPI is only available for International Business Flexible. For more details about DirectPost, including how to apply for a DirectPost number, visit [www.international.nzpost.com](http://www.international.nzpost.com) or contact your New Zealand Post representative.
- The DirectPost PPI is clearly visible and
  - placed in the top right-hand corner of the front of the mail piece (on the same side of the delivery address) for Business Standard
  - placed anywhere on the front of the mail piece (on the same side as the delivery address) for Business Flexible.
- Each item has a valid New Zealand Post delivery address.
- Each item has a valid New Zealand Post return address.
- Your Business Standard items meet the International Envelope Layout Standards for machine-sorted Bulk Mail (ADV538) and Address Layout Standards (see table below).
- Your Business Flexible items meet the International Envelope Layout Standards for manually-sorted Bulk Mail (ADV537) and Address Layout Standards (see table below).

## New Zealand Post Standards

The table below details the standards and specifications that apply to International Business Mail.

## International Business Mail dimensions

### International Business Standard

Size	Maximum thickness	Maximum size (height x length)	Minimum size (height x length)	Maximum weight
Medium	6mm	130mm x 240mm	88mm x 138mm	50g
Large	6mm	165mm x 240mm	88mm x 138mm	50g

### International Business Flexible

Size	International Business Flexible 20		International Business Flexible 40	
Medium	Length	240mm	Length	240mm
	Height	130mm	Height	130mm
	Width	20mm	Width	40mm
	Weight	Up to 500g	Weight	Up to 1kg
Large	Length	240mm	Length	240mm
	Height	165mm	Height	165mm
	Width	20mm	Width	40mm
	Weight	Up to 500g	Weight	Up to 1kg
Extra large	Length	325mm	Length	325mm
	Height	230mm	Height	230mm
	Width	20mm	Width	40mm
	Weight	Up to 500g	Weight	Up to 1kg
Oversize	Length	385mm	Length	385mm
	Height	260mm	Height	260mm
	Width	20mm	Width	40mm
	Weight	Up to 1kg	Weight	Up to 1.5kg

Note: There are no minimum dimensions for international Business Flexible, however we recommend speaking to us if you are wanting to lodge anything smaller than 88mm x 138mm (height x length).

## Product Codes for International Business Mail

Your Statement of Posting or lodgement slip requires an International Business Mail code for your mail. Here is how the codes work:

### International Business Standard

Size	Product code (GST zero-rated)*	Product code (GST exclusive)
Medium	IWXBSM	IWBSM
Large	IWXBS5	IWBS5

\* Your lodgement will be GST zero-rated where New Zealand Post is responsible for the end to end service.

## Addressing, Postcode and Envelope Layout Standards

Address and layout guide (ADV356)

SendRight™ Address Accuracy Programme (ADV369)

Postcode directory (ADV360)\*

International Envelope Layout Standards for machine-sorted Bulk Mail (ADV538) – for International Business Standard mail

International Envelope Layout Standards for manually-sorted Bulk Mail (ADV537) – for International Business Flexible mail

\* International Business Mail items are not required to carry postcodes, although the presence of postcodes will assist in the delivery of mail items.

## International Business Flexible

Size	Thickness	Product code (GST zero rated)*	Product code (GST exclusive)
<b>Medium</b>	20mm	IWXBFM20	IWBFM20
	40mm	IWXBFM40	IWBFM40
<b>Large</b>	20mm	IWXBF520	IWBF520
	40mm	IWXBF540	IWBF540
<b>Extra large</b>	20mm	IWXBF420	IWBF420
	40mm	IWXBF440	IWBF440
<b>Oversize</b>	20mm	IWXBF020	IWBF020
	40mm	IWXBF040	IWBF040

\* Your lodgement will be GST zero-rated where New Zealand Post is responsible for the end to end service.

### Letter trays, bundles and labelling

Simply choose the mail presentation option that suits you best, then lodge your mailing at the International Mail Centre, Auckland.

#### Letter Trays



To prepare your International Business Mail using letter trays, simply:

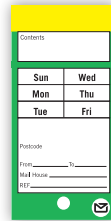
- Place the items address side up and arrange them in letter trays so that the DirectPost PPI is on the top right hand corner of the envelope, facing the front of the tray. Make sure each letter tray weighs no more than 12kg. If it weighs more than this, split your mail into two or more trays.
- Label your letter trays (see below).

#### Bundles

Make sure each bundle is no thicker than 300mm and weighs no more than 12kg. Also, please make sure that:

- The address on the first item is clearly visible (with no other labels or strapping over the address details).
- All addresses face the same way, except the last item in the bundle which should be back faced so that the address details can be seen.
- The bundles are tightly banded down their length and across their width.
- The bundles are labelled (see below).

## Labelling your trays and bundled items



All letter trays and bundles must have a correct New Zealand Post tray label attached. The tray label must include:

- The day of lodgement marked to identify when your mail was lodged with New Zealand Post.
- A customer reference code (e.g. customer or mail house reference).

You can order tray labels by contacting your New Zealand Post representative.

### Returned mail

New Zealand Post regularly monitors mail that is returned to sender. If your returns are higher than our acceptance rate (currently 5% of each lodgement), we have the discretion to charge full International Standard Post™ prices for any returned mail above that rate.

If you would like more information about International Business Mail, please ask your New Zealand Post representative or visit our website at [www.international.nzpost.com](http://www.international.nzpost.com)

The standard terms and conditions of the products and services offered by New Zealand Post Limited, including information on the extent of our liability, are set out in the Public Contract and the Postal Users' Guide. These are available for reference at PostShop™ stores and selected New Zealand Post retail outlets, or can be viewed on our website at [www.nzpost.co.nz/terms](http://www.nzpost.co.nz/terms). Other conditions for New Zealand Post Account customers are contained in the terms and conditions provided when credit was arranged. New Zealand Post reserves the right to change the price and product specifications. Business Standard™, Business Flexible™, SendRight™, DirectPost™, Standard Post™ and PostShop™ are trade marks of New Zealand Post Limited.