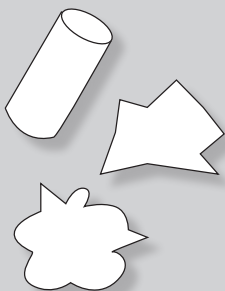


International GoFlexible gives you the opportunity to send more creative, effective mailings that deliver a higher level of impact in the mailbox. All you need is 500 same sized items or more.

## International GoFlexible dimensions and shapes

International GoFlexible sizes	Maximum dimensions			
	International GoFlexible 20		International GoFlexible 40	
<b>Medium</b>	Length	240mm	Length	240mm
	Height	130mm	Height	130mm
	Width	20mm	Width	40mm
	Weight	Up to 500g	Weight	Up to 1kg
<b>Large</b>	Length	240mm	Length	240mm
	Height	165mm	Height	165mm
	Width	20mm	Width	40mm
	Weight	Up to 500g	Weight	Up to 1kg
<b>Extra large</b>	Length	325mm	Length	325mm
	Height	230mm	Height	230mm
	Width	20mm	Width	40mm
	Weight	Up to 500g	Weight	Up to 1kg
<b>Oversize</b>	Length	385mm	Length	385mm
	Height	260mm	Height	260mm
	Width	20mm	Width	40mm
	Weight	Up to 1kg	Weight	Up to 1.5kg

## International GoFlexible shapes



If your mail item is a non-standard shape, like the examples pictured, the price will be based on the smallest option which your mail item completely fits within (including weight).

**Note:** The dimensions above are the maximum dimensions available with the International GoFlexible offer. See our International GoFlexible Rate Card for pricing details. If you want to create a mailing outside these dimensions, please contact your New Zealand Post representative to discuss alternative solutions.

## Product requirements for International GoFlexible

You need to ensure that:

- You meet the minimum volume of 500 same sized items (i.e. within the same International GoFlexible sizes). The minimum volume requirements must be met by each mailing customer. Mail from groups of customers cannot be consolidated to achieve International GoFlexible pricing.

- Each item has an approved customised or standard DirectPost™ Postage Paid Indicator (PPI) printed on to the envelope or address label. 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 anywhere on the front of the mail piece (on the same side as the delivery address).
- Each item has a valid New Zealand Post delivery address.
- Each item has a valid New Zealand Post return address. This can be located anywhere on the mail item, as long as it is clearly differentiated from the delivery address.
- You have a Statement of Accuracy (the requirement is 85% address accuracy to be eligible for International GoFlexible rates on the total lodgement).
- Your mail meets the International Envelope Layout Standards for manually-sorted mail and Address Layout Standards (see table below).

## New Zealand Post standards

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

### Addressing, Postcode and Envelope Layout Standards

Address and layout guide (ADV356)

SendRight™ Address Accuracy Programme (ADV369)

Postcode Directory (ADV360)

International Envelope Layout Standards for manually-sorted Bulk Mail (ADV537)

## Other International GoFlexible mail design considerations

### Flow wrapped items

When flow wrapping, the seam cannot obstruct the delivery address details.

### Loose or protruding items

If your mailing incorporates a protrusion of some type, or has items attached to it that may come loose or are vulnerable to damage (e.g. ribbon or string), please talk to us first so we can arrange to test the item in our network.

### Item contents

If you have an unusual object in your mailing, we may need to test this in our network first and will ask you to provide a sample.

We are unable to process prohibited items or dangerous goods through our network. For further information on what these include, please visit our website at [www.nzpost.co.nz/prohibiteditems](http://www.nzpost.co.nz/prohibiteditems).

### Mailbox and PO Box considerations

When designing your mail piece, please keep in mind the size constraints of mailboxes and PO Boxes. If the mailbox or PO Box is unable to accept the item, this could result in the customer having to pick up the item from their nearest New Zealand Post delivery branch. New Zealand Post specifies a mail slot size of at least 250mm wide by 30mm high and provides PO Boxes up to 50mm high.

## Lodgement requirements for International GoFlexible

To prepare your International GoFlexible mail, please:

- Sort the mail items into ascending postcode order.
- Place the mail items delivery address side up and arrange them in letter trays or bundles.
- Declare your Statement of Accuracy on your Statement of Posting form. The Statement of Posting form refers to the LISCO Manifest.
- Lodge your mailing at the New Zealand Post International Mail Centre, Auckland, on your New Zealand Post Account.

**Note:** New Zealand Post will check your mail once it arrives at the International Mail Centre to confirm it meets International GoFlexible requirements. If it doesn't, you may not qualify for the International GoFlexible rates. If the documentation does not reflect the characteristics of the actual mailing, we'll amend it to the most appropriate product and notify you of the change.

## Lodgement times for International GoFlexible

There are three lodgement times for International GoFlexible:

- **Standard** rates apply to mail lodged from offshore, or after 8am and before 12 noon Monday to Friday for lodgements lodged within New Zealand.
- **Afternoon** rates apply to mail lodged between 12 noon and 5pm Monday to Friday. Applies to lodgements lodged within New Zealand only.
- **Evening/weekend** rates apply to mail that is specifically asked to be processed after 5pm or on a weekend or public holiday. Available by prior arrangement with your New Zealand Post representative only.

## Product codes for International GoFlexible

Your Statement of Posting form requires an International GoFlexible code for your mail. Here's how the codes work:

Size	Thickness	Lodgement time	Product code (GST zero rated)*	Product code (GST exclusive)
Medium	20mm	Standard	IWXGFMS20	IWGFMS20
		Afternoon	IWXGFMA20	IWGFMA20
		Evening	IWXGFME20	IWGFME20
Medium	40mm	Standard	IWXGFMS40	IWGFMS40
		Afternoon	IWXGFMA40	IWGFMA40
		Evening	IWXGFME40	IWGFME40
Large	20mm	Standard	IWXGF5S20	IWGF5S20
		Afternoon	IWXGF5A20	IWGF5A20
		Evening	IWXGF5E20	IWGF5E20
Large	40mm	Standard	IWXGF5S40	IWGF5S40
		Afternoon	IWXGF5A40	IWGF5A40
		Evening	IWXGF5E40	IWGF5E40
Extra large	20mm	Standard	IWXGF4S20	IWGF4S20
		Afternoon	IWXGF4A20	IWGF4A20
		Evening	IWXGF4E20	IWGF4E20
Extra large	40mm	Standard	IWXGF4S40	IWGF4S40
		Afternoon	IWXGF4A40	IWGF4A40
		Evening	IWXGF4E40	IWGF4E40
Oversize	20mm	Standard	IWXGFOS20	IWGFOS20
		Afternoon	IWXGFOA20	IWGF0A20
		Evening	IWXGFOE20	IWGF0E20
Oversize	40mm	Standard	IWXGFOS40	IWGFOS40
		Afternoon	IWXGFOA40	IWGF0A40
		Evening	IWXGFOE40	IWGF0E40

\*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 Mailing Centre, Auckland.

### Letter trays

To prepare your International GoFlexible 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 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 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 postcode range that applies to your items within the tray/bundle (i.e. the first and last postcode numbers).
- 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 your 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™ rates for any returned mail above that rate.

For more information about International GoFlexible:

Contact 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. GoFlexible™, SendRight™, DirectPost™, Standard Post™ and PostShop™ are trade marks of New Zealand Post Limited.