

## The cost-effective way to send magazines, periodicals and catalogues anywhere in New Zealand.

### Product requirements for International PrintPost

International PrintPost is available for lodgements of 1,000 or more magazines, periodicals and catalogues. It cannot be used for delivering handbooks, manuals, directories or annual reports.

- By 'magazines and periodicals', we mean publications with fixed titles that are published regularly, at least twice a year.
- By 'catalogues', we mean publications that market products and services to, and invite purchases from, their recipients and are published at least twice a year.

You need to ensure that:

- You meet the minimum volume of 1,000 same weight range items (i.e. within the same weight ranges set out below). The minimum volume requirements must be met by each mailing customer. Mail from groups of customers cannot be consolidated to achieve International PrintPost pricing. You can also send 1,000 items or more that have different weight ranges, but only if you lodge them all in the weight range of the heaviest item.
- Each item has an approved customised or standard DirectPost™ Postage Paid Indicator (PPI) printed onto 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 PrintPost rates on the total lodgement).
- Your mail meets the International 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 PrintPost.

#### 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)

### International PrintPost dimensions

#### The maximum dimensions for all items are:

Thickness	20mm
Size (height x length)	260mm x 385mm
Weight	1.5kg

### Lodgement requirements for International PrintPost

To prepare your International PrintPost mail for posting, 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 PrintPost requirements. If it doesn't, you may not qualify for International PrintPost 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 PrintPost

There are three lodgement times for International PrintPost:

- **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 PrintPost

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

Weight range (g)	Lodgement time	Product code (GST zero rated)*	Product code (GST exclusive)
Up to 99g	Standard	IWXPP0S	IWPRP0S
	Afternoon	IWXPP0A	IWPRP0A
	Evening	IWXPP0E	IWPRP0E
100 – 199g	Standard	IWXPP1S	IWPRP1S
	Afternoon	IWXPP1A	IWPRP1A
	Evening	IWXPP1E	IWPRP1E
200 – 299g	Standard	IWXPP2S	IWPRP2S
	Afternoon	IWXPP2A	IWPRP2A
	Evening	IWXPP2E	IWPRP2E
300 – 399g	Standard	IWXPP3S	IWPRP3S
	Afternoon	IWXPP3A	IWPRP3A
	Evening	IWXPP3E	IWPRP3E
400 – 499g	Standard	IWXPP4S	IWPRP4S
	Afternoon	IWXPP4A	IWPRP4A
	Evening	IWXPP4E	IWPRP4E
500 – 599g	Standard	IWXPP5S	IWPRP5S
	Afternoon	IWXPP5A	IWPRP5A
	Evening	IWXPP5E	IWPRP5E
600 – 699g	Standard	IWXPP6S	IWPRP6S
	Afternoon	IWXPP6A	IWPRP6A
	Evening	IWXPP6E	IWPRP6E

Weight range (g)	Lodgement time	Product code (GST zero rated)*	Product code (GST exclusive)
<b>700 – 799g</b>	Standard	IWXPP7S	IWPRP7S
	Afternoon	IWXPP7A	IWPRP7A
	Evening	IWXPP7E	IWPRP7E
<b>800 – 899g</b>	Standard	IWXPP8S	IWPRP8S
	Afternoon	IWXPP8A	IWPRP8A
	Evening	IWXPP8E	IWPRP8E
<b>900 – 999g</b>	Standard	IWXPP9S	IWPRP9S
	Afternoon	IWXPP9A	IWPRP9A
	Evening	IWXPP9E	IWPRP9E
<b>1000 – 1099g</b>	Standard	IWXPP10S	IWPRP10S
	Afternoon	IWXPP10A	IWPRP10A
	Evening	IWXPP10E	IWPRP10E
<b>1100 – 1199g</b>	Standard	IWXPP11S	IWPRP11S
	Afternoon	IWXPP11A	IWPRP11A
	Evening	IWXPP11E	IWPRP11E
<b>1200 – 1299g</b>	Standard	IWXPP12S	IWPRP12S
	Afternoon	IWXPP12A	IWPRP12A
	Evening	IWXPP12E	IWPRP12E
<b>1300 – 1399g</b>	Standard	IWXPP13S	IWPRP13S
	Afternoon	IWXPP13A	IWPRP13A
	Evening	IWXPP13E	IWPRP13E
<b>1400 – 1500g</b>	Standard	IWXPP14S	IWPRP14S
	Afternoon	IWXPP14A	IWPRP14A
	Evening	IWXPP14E	IWPRP14E

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

#### For example

- If you lodge 1,000 items weighing 150g each from offshore, the International PrintPost code will be IWXPP1S (GST zero rated).
- If you lodge 600 items weighing 150g each and 400 weighing 220g each from offshore, you can lodge them all under code IWXPP2S (GST zero rated) – that is, the code that applies to the heaviest item.

#### Letter trays, bundling 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 PrintPost using letter trays, simply:

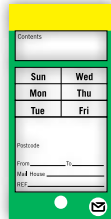
- Place the items address side up and arrange them in letter trays so that the DirectPost PPI is on the top right hand corner of the envelope, facing the front of the tray. Make sure each letter tray weighs no more than 12kg. If it weighs more than this, split your mail into two or more trays.
- Label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

#### Bundles

Make sure each bundle weighs no more than 12kg. Please also 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 for 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 acceptable 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 PrintPost: Please 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. PrintPost™, SendRight™, DirectPost™, Standard Post™ and PostShop™ are trade marks of New Zealand Post Limited.