

Your Statement of Posting Explained

Your company's name and street address. If you are a Mailhouse put **your** details here.

Your telephone and extension number, and a contact name in case we have a query.

The quantity of items being mailed by product type.

Additional reference details if required. If completed, this reference (up to 10 digits) will appear on your invoice.


If required by the product type then record the actual weight of each item being mailed.

The Statement of Accuracy details from the SOA Certificate that applies to the items. Required for domestic Bulk mail product only.

SOA ID is a 14 character unique ID, including the five-character prefix assigned by New Zealand Post. **The five-character prefix must be followed by an '_' then the 8 digit number.**

The total number of items being mailed in this lodgement.

Note: Each lodgement must be a **minimum** of 300 items, or a value of **\$135** including GST for **domestic** products, or **50** items, or a value of **\$100** for **international** products.

Statement of Posting
New Zealand Post 

Insert this shield under customer copy. Complete details below in full. Please write firmly. All spoiled copies must be returned to New Zealand Post. **IMPORTANT: This form must be included with your mail items to ensure your mail gets processed.**

Customer or Mailhouse Details	Business Name: X Company	Customer TPID: 5 1 2 3 2 4 5 6	Form number: 1234567890
	Physical Address: 1000 Kiwi Avenue	Intermediary TPID: (Mailhouse Use Only)	
	Town/City: Auckland Postcode: 2023	Customer Reference: (up to 14)	
Contact Person: Joe Smith	Telephone: 09 123 4567 ext 123	PermitPost Number: 2222	Transport ID

NZ Post Use Only Business Mails Acceptance		Customer Required: Lodgement Declaration Details				Domestic Bulk mail only		NZ Post Only Business Mails Receipt Check							
Billing Product Code	Confirmed Quantity	Line No.	Product Code (up to 16)	Quantity	Actual Weight (g)	Line Reference (up to 10)	SOA %	SOA ID (14)	Cust. Agreement Code	Time	SOA	Pres	ELS	ALS	Qty
		1	VPIMS	1,000		Mail Ord01	850	A6707_12345678							
		2	IBMLLAC500	1,000	475										
		3													
		4													
		5													
		6													
		7													
		8													
Revised Qty:		Total Quantity: 2,000		Sender Signature: <i>J.Smith</i>		Sender Name (please print clearly): Joe Smith		Lodgement Date / Time: 18/07/08 11:45am							

This receipt is issued on the basis of information provided by the customer or its Agent to New Zealand Post. Customers are advised that if a discrepancy in the accuracy of information provided by the customer or its Agent to New Zealand Post is detected, New Zealand Post reserves the right to levy charges and/or credits to the full value of this discrepancy.

NZ Post Use Only (Please PRINT clearly)	Further Reasons:	Receipt Check	Acceptance
Lodgement Point	RC Code	Checked by	Checked by
Date Stamp	Received by	(Please PRINT clearly)	(Please PRINT clearly)
	Time Received	Time Checked	Time Accepted
	Use 24hr, eg. 14:15 not 2:15pm	Use 24hr, eg. 14:15 not 2:15pm	Use 24hr, eg. 14:15 not 2:15pm

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Pre-printed form number.

The **Customer Number** to bill the lodgement against. Note: This will always be Your Customer Number unless you are a Mailhouse and lodging on behalf of another business.

For your **Mail House use only**, if they lodge mail on your behalf.

For your (or your Mail House/ agency's) own records. If completed, this reference will appear on your invoice (up to 14 digits).

If applicable, enter your NZ Post Transport name here.

Your New Zealand Post PermitPost number.

Your signature, name and date/time lodgement sent.

Product Code (up to 16) See instructions	Quantity	Actual Weight (g)
VPIMS	1,000	
IBMLLAC500	1,000	475

Example of how to classify your mail into the correct product code:

1,000 VolumePost1 medium envelopes, lodged between 8am – 12 noon.

1,000 International Bulk Mail Letters from Auckland to Zone C, each weighing 475g

VolumePost1		Time	
Product	Size		
VP1	M Medium	S Standard	8am – 12 noon
	L Large	A Afternoon	12pm – 5pm
		E Evening	After 5pm, or on weekends or public holidays.
Lodgements can be made by prior arrangement only.			

International Bulk Mail Letter			
Product	Origin	Zone	Weight
IBMLL	A Auckland	A Australia	500 0-500g
	C Central	B South Pacific	
	W Wellington	C East Asia & North America	
	CH Christchurch	D UK & Europe	
	SI Southern	E Rest of World	