

Clean Mail

What is Clean Mail?

Introduction to the Clean Mail service

The Clean Mail service is an option for customers who choose to undertake no sorting, but can present machine addressed Small or Small Plus letters of a standard suitable for processing by mechanised letter sorting equipment.

Entry requirement

The minimum entry requirement for Clean Mail is 300 letters per lodgement. Each lodgement must consist of letters of the same size category.

Each lodgement must originate from the same sender.

All articles must be machine addressed.

Exclusions to the Clean Mail service

Articles that have an incorrect, corrupt, out of specification or illegible 4-state barcode are not eligible for access to the Clean Mail service.

Additionally, plastic wrapped articles are not eligible for access to the Clean Mail service.

Service features

Delivery timetable

The regular delivery standard will apply to the Clean Mail service.

Supplementary services

Registered Post can be used in conjunction with the Clean Mail service.

Article dimensions

The letter categories eligible for the Clean Mail service are small letters and small plus letters.

	Small Letters	Small Plus Letters
Maximum weight	125g	125g
Minimum size	88 x 138mm	88 x 138mm
Maximum size	130 x 240mm	162 x 240mm
Maximum thickness	5mm	5mm
Shape	Oblong†	Oblong†
Common examples	DL (110 x 220mm) C6 (114 x 162mm)	C5 (162 x 229mm)

† The length must be at least 1.414 times the width.

Customers can obtain a convenient Letter Gauge (8833667) from their lodgement facility.

Clean Mail prices

	Small Letters	Small Plus Letters
Price	48¢	75¢

Prices are effective from from 15 September 2008 and are cents per article GST inclusive.

Postage meters

A postage meter may be used as a payment method for the Clean Mail service.

The published Clean Mail price must be printed on the top right hand corner of the address side of each letter. If a date is printed, it must be the date of lodgement.

For additional information on metering, and the postage rebate applicable to metered Clean Mail, refer to the *Postage Meters and Franking Machines - Conditions of Use* booklet (8833675).

Mandatory addressing requirements

The addressing conditions for the Clean Mail service are detailed below. Clean Mail letters must comply with all addressing and envelope conditions to access the service.

Address block requirements

Address lines must be left justified.

Address labels may be used but must be straight and firmly affixed.

If using window panel envelopes, the entire address block must be clearly visible through the window panel when presented for lodgement.

The address must be parallel to the long side of the envelope.

Non-address information, such as customer reference codes, must be confined to the top of the address block and be left justified.

The address lines must be printed in the 'address zone' of the envelope.

Address format requirements

Second last line: Must contain the number and name of the street or thoroughfare or PO Box or Bag number.

Bottom line: Must contain in the following order: the place name, the state or territory abbreviation and finally the postcode.

Bottom line: Must be printed in CAPITALS with no punctuation and no underlining. Leave 1 or 2 spaces only between place name, state or territory abbreviation and the postcode.

Additional address information such as business or persons name, must be placed above the last two lines of the address and not below, alongside or within these lines.

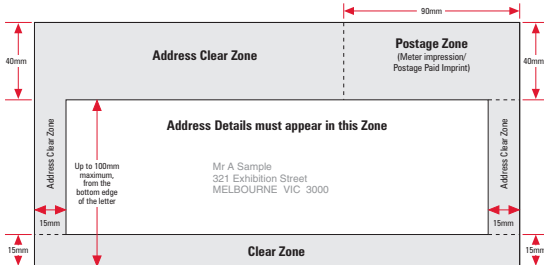
Fact Sheet – Clean Mail

Address zone small and small plus letters

The complete address must be positioned

- at least 40mm down from the top edge of the mail piece
- no more than 100mm up from the bottom edge of the mail piece
- no closer than 15mm from the bottom edge of the mail piece
- no closer than 15mm from the left and right sides of the piece.

Small and small plus letter address zone



Print characteristics address block

Print characters must be between 1.8mm and 7.0mm high, and between 0.3mm and 7.0mm wide. The ideal height is between 2.0mm and 4.0mm (upper case characters of nominal 10 point and 12 point type generally fall within this range). Line spacing should be between 1.0mm and 2.5mm.

Attributes such as *italics*, **bolding**, *shadowing*, or underlining are not permitted.

Red, orange and yellow inks must not be used. Dark inks such as black are preferred.

Font Requirements: Fixed pitch fonts are recommended (such as Courier or OCRB, 12 point, 10 pitch). If proportional fonts are used, it is preferred they be structured in 12 point, ideally Helvetica 12 point. Print characters must not touch or overlap. Artistic or script fonts are not permitted.

Postage Paid Imprint

All Clean Mail letters that are not metered must bear a Postage Paid imprint.

The Postage Paid imprint must be positioned in the top right hand corner of the envelope.

Boxing: The words POSTAGE PAID AUSTRALIA need to be printed in a rectangular box within the following dimensions:

- Maximum: 26 x 40mm
- Minimum: 19 x 25mm



Personalised Postage Paid imprint

Australia Post may approve a personalised imprint design. The design must not have the appearance of a postage stamp and the words POSTAGE PAID AUSTRALIA must be prominent.

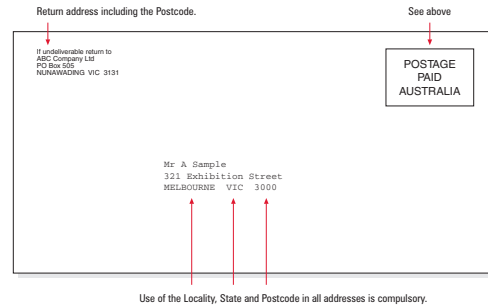
Return address

An Australian return address is required to be shown on each letter within a lodgement.

Australia Post prefers return addresses to be on the address side of the envelope in the upper left-hand corner (no lower than 40mm from the top). Alternatively, return address information may be printed on the back of the envelope at least 20mm from the bottom edge.

Return address details appearing in the postage zone as part of a postage meter impression are acceptable.

Example envelope layout

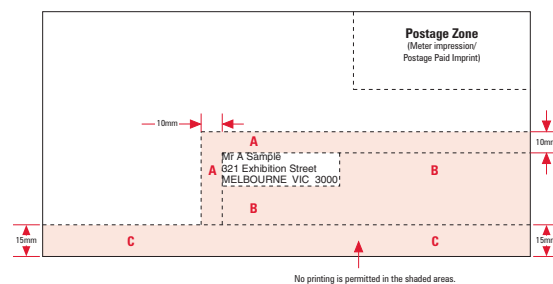


Envelope clear zones

The following areas on the front (address side) of the envelope must be kept clear of any text, as shown in the diagram below:

- At least 10mm clear from the left side and top of the address block.
- The whole of the area below and to the right of the address block.
- At least 15mm clear from the bottom edge of the envelope.

Envelope clear zones – front of envelope



The following area on the back of the envelope must be kept clear of any printing, as shown in the diagram below:

- At least 20mm clear from the bottom edge of the envelope extending for 125mm from the left edge.

Envelope Clear Zone – Back of Envelope

