

Plastic wrapping

With several Business Letter Services, customers can lodge articles wrapped in plastic rather than in envelopes. Specific requirements apply to the preparation of these articles. Plastic wrapping is an alternative to paper envelopes or wrappers.

Benefits

- Artwork can be printed on a *flysheet* which is visible through plastic wrapping
- Delivery address details can be included on the cover of the article
- Plastic wrapping can provide a creative alternative to enveloping

Plastic wrapping of articles is a specialised process. Customers can get help with plastic wrapping from a range of businesses that specialise in designing, printing, preparing and sorting mail. These businesses are typically called *Mail Service Providers* and can help with a single part of a bulk mailing, such as plastic wrapping, or the entire process—from article creation to mail lodgement.

As well as plastic wrapping, Mail Service Providers can provide support with purchasing or renting address lists, managing address databases, designing and printing articles, sorting articles and lodging them with Australia Post for bulk mailing. Mail Service Providers and their contact details can be found in the Yellow Pages.




More detailed information (about plastic wrapping) can be found in the *Print Post Service Guide*, *PreSort Letters Service Guide* and *Acquisition Mail Service Guide* and at the Australia Post website www.auspost.com.au

Eligibility

Table 1 below shows the eligibility and the maximum plastic overhang of plastic wrapped articles for the bulk mail services.

| Article Size | PreSort Letters | Charity Mail | Print Post | Acquisition Mail |
|--------------|---------------------|---------------------|------------|---------------------|
| Small | 10mm DIRECT TRAY | 10mm DIRECT TRAY | 35/60mm | 10mm DIRECT TRAY |
| Small Plus | 10mm DIRECT TRAY | — | — | 10mm DIRECT TRAY |
| Medium | 35/60mm | — | — | — |
| Large | 35/60mm | — | 35/60mm | — |

Legend for symbols:

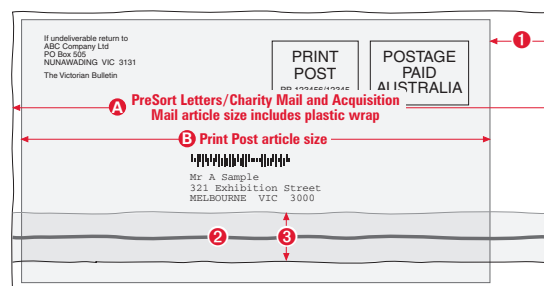
-  Maximum plastic overhang (excess plastic wrap) is 10mm
-  Maximum plastic overhang is:
 - 35mm for articles up to 10mm thick
 - 60mm for articles over 10mm thick
-  These plastic wrapped articles must be lodged in Direct Trays

Specifications

A PreSort Letters/Charity Mail and Acquisition Mail plastic wrapped articles are measured on *the total plastic size*, not on the size of the contents.

If Charity Mail articles exceed Small, or Acquisition Mail articles exceed Small Plus letter dimensions, they will no longer be eligible for those rates, and may be charged at PreSort Letters rates in a larger category.

B Print Post plastic wrapped articles are measured on *the size of the contents*, not on the total plastic size. Eligibility for correctly addressed Residue and CBD Sort Division pricing is dependent on not exceeding the maximum plastic wrap overhang limits. A surcharge can be applied when the limits are not observed.



- 1 The maximum overhang (excess plastic wrap) is not to exceed specified limits, as per Table 1.
- 2 The sealing seam (weld) must not intersect the address block or barcode. For Print Post articles, a surcharge can be applied if this requirement is not met.
- 3 Australia Post prefers the hem (overlapping plastic area) not to cover the address block or barcode.

Fact Sheet – Plastic wrapping

Address sheet skew

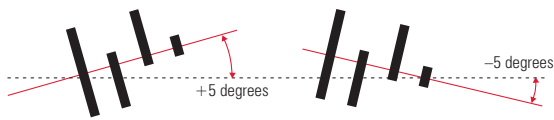
Applies to Print Post, PreSort Letters/Charity Mail and Acquisition Mail

When used inside a plastic wrapper, the printed address sheet (or flysheet) must remain straight enough for automatic processing equipment to read it. The flysheet, address block and barcode must not be able to skew (turn obliquely or sideways) within the plastic wrap, as shown in the picture.

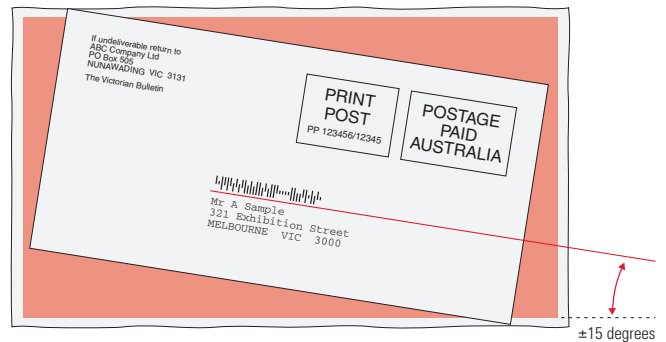
When presented for lodgement, the maximum skew permissible for an address sheet is ± 10 degrees to the article edge. The *combined skew* of the address sheet and barcode must not exceed ± 15 degrees to the article edge.

When printed, a certain amount of barcode skew is permitted, provided it is less than ± 5 degrees. There are two types of skew;

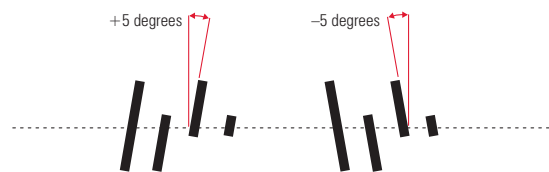
▼ **Code Skew** — where the barcode is skewed in relation to the bottom edge of the envelope.



▼ **Address Sheet** — combined skew not to exceed ± 15 degrees



▼ **Bar Skew** — where individual bars are skewed in relation to the centre line of the barcode.



Common problems

PreSort Letters/Charity Mail and Acquisition Mail:

| IF... | Then: |
|---|--|
| An article is declared as one size, but it is actually larger from end to end of plastic wrapping ... | the incorrectly declared size/price point will be charged at the higher rate |
| The barcode visibility for automated processors is blocked by the plastic skew/seam, the plastic seam covers part of the address, the plastic wrapping stops the scanning of the address, the hem of plastic obscures barcode visibility or the seam intersects the address block ... | inability to read barcode and/or address information means that the article cannot be run through the automated processing equipment and may be delayed |
| Plastic is loose or too soft and sticky ... | this causes machines to jam, or articles to be damaged, or stuck on the belt and stackers, or double picking (where two articles are treated as one) to occur, may result in damage or delay to article delivery |
| Plastic wrap is not strong enough to support the contents ... | this causes the seal to open up and contents could come out during processing and be lost |
| Overhang exceeds the allowable dimensions ... | problems are caused at the feeder, articles become jammed, caught in the machine or are sent to the overflow stack or the scanner reject, may result in damage or delay to article delivery |

Print Post:

| IF... | Then: |
|--|--|
| The seam runs across the address block, or the flysheet freely moves within plastic wrap, or movement intersects the barcode or the address and/or barcode visibility blocked by plastic ... | inability to read barcode and/or address information means that the article cannot be run through the automated processing equipment and may be delayed |
| Overhang exceeds the allowable limit ... | CBD/Residue surcharge is added. Excess overhang also causes problems at the feeder, articles become jammed, caught in the machine or are sent to the overflow stack or the scanner reject, may result in damage or delay to article delivery |
| Plastic wrap is not strong enough to support the contents ... | this causes the seal to open up and contents could come out during processing and be lost |