Unaddressed Mail Local Government Area booking request Australia Post





* symbol indicates required information

Booking request type* (select one)
Standard Unaddressed Mail – Local Government Area booking ► Email completed form to: ums@auspost.com.au
Premium Unaddressed Mail – Local Government Area booking ► Email completed form to: premiumums@auspost.com.au For Premium bookings, the lodgement must be made one business day prior to the delivery week. Booking requests must be received no later than 5pm Wednesday before the requested delivery week.
1. Customer details
Organisation that is being promoted Company name*
Address*
Postcode
Contact name* Mobile number
Telephone number* Fax number
Email*
Only required if lodging articles with Australia Post on customer's
Company name Address Postcode
Company name Address
Company name Address Postcode
Address Postcode Contact name Mobile number
Address Postcode Contact name Mobile number
Address Postcode Contact name Mobile number Telephone number Fax number
Address Postcode Contact name Mobile number Telephone number Fax number
Address Postcode Contact name Mobile number Telephone number Fax number Email
Company name Address Postcode Contact name Mobile number Telephone number Fax number Email
Address Postcode Contact name Mobile number Telephone number Fax number Email Publication name (maximum 20 characters) Publication type: (select one)
Address Postcode Contact name Mobile number Telephone number Fax number Email Publication name (maximum 20 characters) Publication type: (select one) Brochure Card Catalogue Coupon
Address Postcode Contact name Mobile number Telephone number Fax number Email Publication name (maximum 20 characters) Publication type: (select one)

3. Article details (continued)*				
Article dimensions				
Width (shortest dimension) Length (longest dimension)				
mm X mm				
Thickness per 100 articles Weight per 100 articles				
mm grams				
If article is not printed on paper or card, a sample will be required.				
4. Surplus / shortage instructions*				
Australia Post is not able to guarantee the exact number of delivery points in a postcode or locality at any given time. Please select one of the two options below to indicate how you want us to manage any surplus or shortage of articles: (select one)				
As per the general terms and conditions of the Unaddressed Mail service:				
 shortfall supplied: deliver at the discretion of Australia Post surplus supplied: dispose of at the discretion of Australia Post. 				
Surplus: pursuant to instructions agreed in writing with Australia Post – additional fees apply (exceptional circumstances only).				
5. Special remarks				
This is a free text field for any special remarks about your booking that are relevant to you for your future reference, for example, "Store ID number 1234", "Springfield – August catalogue", "Sale name: Christmas Promo".				
(maximum 50 characters) Local Government Area				
Local Government Area				
6. Booking details*				
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* symbol indicates required information					
6. Booking details (continued)*	8	8. Payment method*			
If you are choosing to deliver to a locality or postcode, Australia Post calculates the percentage of the delivery points in each postal round that are located in your requested locality or postcode to determine the rounds to apply to your booking: • Rounds that include 80 per cent or more delivery points in your requested delivery areas are automatically included in your booking. • Rounds that have 20 per cent or less delivery points are excluded from your booking. To include you will need to include the adjacent locality or postcode in your booking. You can choose to include those with 20 to 80 per cent coverage of your requested delivery areas, by selecting the following option: Deliver to postal rounds that overlap my requested locality / postcode. (Between 20 to 80 per cent of points within the requested area)		Select one: Cash EFTPOS Business Credit Account (please complete details) Business Credit Account Number Contract number (if applicable)			
Delivery week (Mon-Fri) (DD/MM/YYYY)		Account name			
Between Monday / / / to Friday	1 1				
Select when Australia Post should commence delivery: (select one)* In the scheduled delivery Earlier if possible Delivery capacity Occasionally, delivery capacity may not be available for your nominated delivery week for some localities or postcodes. We will email you with options to complete your booking. Please respond to our email within two business days.		9. Declaration* I have authority to act on behalf of the organisation named in section 1. I acknowledge that I have read, understood and agree to the Unaddressed Mail Service and Premium Unaddressed Mail Service Terms and Conditions available at auspost.com.au/terms Name Date (DD/MM/YYYY)			
7. Required localities* Privacy notice					
Delivery states: (select all that apply) NSW / VIC QLD SA WA If this booking is for multiple states, please include se spreadsheets. You will receive one booking per state. If this is a Premium Unaddressed Mail booking this muin the same state as lodgement.	TAS NT m	Your personal information is collected only to enable us to provide you with the products/services you wish us to provide. The products/services may not be able to be provided without this information. You may request access to your personal information while it is stored by us and we will assess your request in accordance with the law. We will give you reasons where we deny access. Call 13 11 18 to contact us.			
		Booking request submiss	ion		
Please list your requested localities and postcodes – in the table below. eg Croydon – 5008 if booking by locality, 5008 if booking by postcode. Delivery point files are available at auspost.com.au/unaddressedmail, along with instructions for their use. If your list exceeds this table, please attach a list in Excel format to this booking. I have provided Excel spreadsheet(s) I have a Campaign Targeter Tool upload file Locality Postcode		Please ensure that all details on the form are completed. Please return the completed form by email or fax. Standard booking email: ums@auspost.com.au Standard booking fax: 1300 797 855 Premium bookings must be selected at the top of this form as Premium Unaddressed Mail and emailed or faxed to the Premium UMS contact details. Booking requests are to be sent by Wednesday 5pm prior to the delivery week. Failure to do so will result in bookings not being accepted. Premium booking email: premiumums@auspost.com.au Premium booking fax: 1300 704 290			
	If	f you require special approval for artic you can contact the Unaddressed Mail	cles over 100g or have any queries I service team on: spost.com.au		
	n y rr o lf	Within 3 days of submitting this bookin mailing agent a Booking Confirmation A your lodgement. The "Advice" will con equired, areas of distribution, the pricoffice. If you are not going to lodge a confirme than the business day prior to the lodg Booking Confirmation Advice. Failure to table of charges is on the website).	dvice and instructions for preparing firm the number of printed articles e, lodgement date and lodgement dbooking, please cancel it no later gement date as stated on your		