

Full rate mailing statement guide

Use this form if your organisation does not have a contract with Australia Post – otherwise use the Contract Mailing Statement.

1 Parcels up to 5kg within Australia

Referring to the column headers please write in the:

- Parcel Service Code
- quantities for Domestic locations and External Territories
- article weight (see Cubing), or article size (for National Flat Rate services).

For listing of External Territories please see statement.

Senders must always sign the Aviation Security and Dangerous Goods Declaration for all parcels that require carriage by air including Express Post and those to External Territories.

Full rate mailing statement (Non-contract lodgements)



1. Parcels up to 5kg within Australia

Service Code	Quantity	Domestic		Item weight (kg)
		Domestic	Ext. Territory	
B30				
B20	6	1		3.5
B36	5			2.75
B61	2	2		4
B65	4			M

Parcel weight
Declared weight is now required for all parcels (size only for BF5 and BF6). Articles are weighed, measured and then assessed by either their Physical or Cubic weight equivalent, whichever is greater. The formula for calculating a parcel's cubic weight is: (Length x Height x Width) x 250 = Cubic weight (kg).
Note: When using the above formula, all dimensions are in metres (eg 30cm = 0.3m).

2. Parcels over 5kg within Australia

Service Code	Postcode	Quantity	Item weight (kg)
B31	4510	2	5.25
B31	4500	2	8.25
B21	5001	1	12

Parcels features
• **Signature on Delivery:** Activated via prepaid labels applied to the applicable items.
• **Extra Cover:** Requires you to purchase Signature on Delivery for articles valued above \$500. Please use the Lodgement Receipt form for multiple lodgements (8836965) to record the article value.

3. International Parcels and Express Letters

Service Code	Quantity	Zone	Up to 50g (Economy Air only)	Up to 250g	Over 250g up to 500g	Over 500g up to 1kg	Over 1kg up to 1.5kg	Over 1.5kg up to 2kg	Quantity	
									Item weight (kg)	Item weight (kg)
I66	1	4								
I64	3			4						
I65	5			4						
I63								1	2.5	
I62	2									

• Original - Office of lodgement • Duplicate - Customer copy

4. Letters within Australia – Regular delivery

Code	Domestic		External Territory
	Full rate	Imprint	
B01	25		
B03	4		
B03			2
B15			

5. Letters within Australia – Priority delivery

Code	Domestic		External Territory
	Full rate	Imprint	
C01	20		
C03	12		
C03			
C03			

6. International letters – Economy Air

Code	Zone 1 NZ	Zone 2 Asia Pac	Zone 3 US & Canada	Zone 4 UK & EUR	Zone 5 RoW
I51					
I15					

7. Letters additional services

Code	Domestic		External Territory	
	Barcoded	Unbarcoded	Barcoded	Unbarcoded
B75	2			
C75				
B74				
B74				
O41 or O44				

External Territories
Include items for:
• WA External Territories (Christmas Is. 6798, Cocos (Keeling) Is. 6799)
• Aust Antarctic Territories 7151
• Norfolk Is. 2839

8. Australia Post product purchases

Description	Code	Quantity
C5 - Exp	50058	10
20 x \$1.10 booklet		2

Customer details

V. Customer
18 Long Road
SPENCEVILLE QLD 4810
Business Credit Account Number 617297
Customer Reference Sales
Phone 4162 1352
Date (DD/MM/YYYY) Time 11/9/21 4:27 pm
Name of person lodging (block capitals please) KEN JONES

Customer declaration

The customer certifies that the articles have been prepared and packaged in accordance with the Australia Post Terms and Conditions and the information provided on this form is accurate. The customer acknowledges that the articles will be carried in accordance with the Australia Post Terms and Conditions, available at any Post Office or auspost.com.au/terms-conditions/general-terms-conditions
Customer's name Ken Jones
Customer's signature K Jones

Australia Post use only – for revenue protection use

Received by: Driver's signature
Name of accepting officer
Date (DD/MM/YYYY) Time
Signature of accepting officer
Correct Altered

ABN 28 884 970 579 8837789 • Sep 2021

4&5 Letters within Australia

A small letter is:
• Rectangular in shape
• No larger than 130mm x 240mm
• No thicker than 5mm
• No heavier than 250g.

A large letter is:
• Rectangular in shape
• No larger than 260mm x 360mm
• No thicker than 20mm
• No heavier than 500g
• Not a small letter.

Seasonal card – sealed small or large letter envelope endorsed CARD ONLY available Nov and Dec. Special post charges apply. Max weight 125g.

8 Australia Post product purchases

For ordering Australia Post products and charging to your account.

Customer details

Contact details for the organisation and the staff member who has lodged mail.

Business Credit Account Number, Customer reference and Date

Your organisation's account number.

Customer reference is for your organisation's reference if required.

Date statement submitted.

2 Parcels over 5kg within Australia

Referring to the column headers please write in the:

- Parcel Service Code
- Destination postcode
- quantity
- article weight (see Cubing).

Cubing

Regular and Express Post articles are weighed, measured and then assessed by either their Physical or Cubic weight equivalent, whichever is greater.

The formula for calculating a parcel's cubic weight is: (Length x Height x Width) x 250 = Cubic weight (kg).

Note: When using the above formula, show all dimensions in metres (eg 30cm = 0.3m).

3 International Parcels and Express Letters

- Please enter:
- Service code
 - Country Zone – refer to *Post charges* booklet or go to auspost.com.au
 - individual quantities and weights for each charging zone.

*Note: Cubic weight not required for overseas parcels.

Complete and print the online customs form at auspost.com.au/declareonline or scan the QR code above.



6 International letters – Economy Air

Refer to 4&5 Letters within Australia for definition of small and large letter. Letters to overseas are separated by Country Zone. Refer to *Post charges* booklet or auspost.com.au

Seasonal cards – sealed small envelope endorsed CARD ONLY available Nov and Dec. Special post charges apply. Max weight 20g.

Letters sent overseas must only contain printed material with no commercial value.

Note: some countries outside of Europe fall into Zone 4 for rates determination, such as Russia and South Africa.

7 Letters additional services

Please list other additional services used eg Registered Post, Delivery Confirmation, Person to Person and Extra Cover.

Accepting officer

Australia Post use only.

Customer declaration

All customers are required to sign the customer declaration and complete this form in full when lodging.