

Unaddressed Mail Campaign Targeter booking request



* symbol indicates required information

Booking request type* (select one)

- Standard** Unaddressed Mail
- Premium** Unaddressed Mail
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.

Customer details

Organisation that is being promoted

Company name*

Address*

Postcode

Contact name*

Mobile number

Telephone number*

Fax number

Email*

Mailing agent / printer details (if applicable)

Only required if lodging articles with Australia Post on customer's behalf

Company name

Address

Postcode

Contact name

Mobile number

Telephone number

Fax number

Email

Article details*

Publication name (maximum 20 characters)

Publication type: (select one)

- Brochure Card Catalogue Coupon
 Envelope Flyer Magazine Sample
 Other (please specify)

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.

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).

Political / government area bookings only

- Booking is for part of an electorate / government area

OR: Booking is for an entire electorate / government area (“**Exact boundary match**” feature).
Please select the electoral boundary type below, and also enter the boundary type in the “Special remarks” section.

- Local government area State electoral division
 Commonwealth electoral division

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)

Booking details*

Preferred office of lodgement (optional – if no lodgement office is nominated then one will be assigned)

For Premium Unaddressed Mail bookings, the lodgement point must be in the same state as your required deliveries.

Delivery week (Mon-Fri) (DD/MM/YYYY)

Between Monday / / to Friday / /

Select when Australia Post should commence delivery: (select one)*

- In the scheduled delivery week, as above 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.

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Booking details (continued)*

I have attached my Campaign Targeter booking file

Name of .csv file

Payment method*

Select one:

Cash EFTPOS

Business Credit Account (please complete details)

Business Credit Account Number

Contract number (if applicable)

Account name

Declaration*

I have authority to act on behalf of the organisation named in the "Customer details" section. 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)

Privacy notice

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 submission

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 you require special approval for articles over 100g or have any queries you can contact the service team on:

Email: **ums@auspost.com.au**

Telephone: **1300 223 571**

Within 3 days of submitting this booking form we will send you or your mailing agent a Booking Confirmation Advice and instructions for preparing your lodgement. The "Advice" will confirm the number of printed articles required, areas of distribution, the price, lodgement date and lodgement office.

If you are not going to lodge a confirmed booking, please cancel it no later than the business day prior to the lodgement date as stated on your Booking Confirmation Advice. Failure to cancel will incur a "No Show Fee" (table of charges is on the website).