



Use for new applications or changes to details.

Forward this form to the Print Post Coordination team for processing:

Mail: **Australia Post, Print Post,**
PO Box 1030, STRAWBERRY HILLS NSW 2012
 Email: **PrintPostApplications@auspost.com.au** Fax: **(02) 9202 6060**

Important: See Privacy Notice in the Print Post Terms and Conditions attached.

New application ▶ Provisional publication number (if supplied)

OR

Change to existing Print Post publication details Print Post publication number

Publication details

A copy of the latest issue of the Publication, if the Publication already exists, is to be presented with this application.

Full title of publication

Main activity or industry

Publication type: (select one only)

Business to business Catalogue General interest
 Loyalty Newsletter Special interest

Number of issues to be published each year (Minimum of 2)	Estimated number of copies per issue to be lodged with Australia Post	Country where the publication is printed
<input type="text"/>	<input type="text"/>	<input type="text"/>

Expected average weight	Expected length, width and thickness, as wrapped		
<input type="text"/> g*	<input type="text"/> L mm	<input type="text"/> W mm	<input type="text"/> T mm

*Max 1,000g = 1kg. For over 1kg, enquire about a parcel contract

Payment details

Are these mail costs to be charged to your Australia Post Business Credit Account?

No Yes ▶ Account Number

Australia Post Business Credit Account Number for payment of returned (undeliverable) articles

Customer details

Company / business name

Head office address for company / business

 Postcode

Head office telephone number Head office fax number

ABN Website

Publication contact details

Title: Mr Mrs Ms Other please specify

Given names Surname

Position / title

Email

Telephone number Mobile phone number

Preferred lodgement points (subject to approval)

Mailing agent details (if applicable)

Company / business name of mailing agent authorised by the customer

Mailing agent contact name Mailing agent telephone number

Mailing agent email

Mailing agent address

Return address for undeliverables

See Section 5.2 of enclosed Terms and Conditions for further explanation

Declaration

I hereby warrant and declare that:

- I am authorised by the Customer to make this application for a Print Post Publication Number.
- All information contained in this document is, to the best of my knowledge, true and correct.
- When using the Print Post service the Customer will display the approved Postage Paid / postage meter impression and Print Post imprints.
- No Print Post articles lodged with Australia Post will contain dangerous or prohibited goods such as explosives, flammables, corrosives and aerosols. (If there is any doubt as to what is a dangerous or prohibited goods ask at any Post Office or look at the Australia Post website).
- I understand and, on behalf of the Customer, accept the obligation to pay for returned (undeliverable) articles and the obligation to pay a surcharge (in accordance with section 1.8 of the Print Post Service Guide) where the Australia Post correct addressing format is not used.
- The Customer or its agent will advise Australia Post of any changes to the details completed on this form.
- I confirm that the Customer understands that confirmation of a Print Post Publication Number does not guarantee that the articles lodged will be accepted for delivery at the Print Post service rates. In order to qualify for the Print Post service rates all articles lodged must comply with the Print Post terms and conditions as set out on the reverse of this form or as otherwise agreed between Australia Post and the Customer.

Signature Date (DD/MM/YYYY)

Name and organisation (block capitals please)

Australia Post use only

Accepting office

Date application received

(DD/MM/YYYY)

Name of accepting officer

Print Post Coordination Team

This application to make lodgements of the above publication for carriage under the Print Post Service is:

- Approved Approved subject to sighting a copy of an issue
 Rejected Approved pending provision of details

Print Post Publication Number

Date entered into database

(DD/MM/YYYY)

Name of authorising officer

Signature officer

Print Post Terms and Conditions

1 Introduction

- 1.1 These Special Service terms and conditions are supplementary to the Australia Post Terms and Conditions* and to the extent that any aspect of this Service is not expressly included herein, the Australia Post Terms and Conditions apply.
- 1.2 These Special Service terms and conditions apply when:
 - 1.2.1 a Customer makes a written application to use the Service in or on a form prescribed by Australia Post for that purpose;
 - 1.2.2 Australia Post accepts that application; and
 - 1.2.3 the Customer pays the fee, charge, premium, rate or price charged by Australia Post for the special service.

2 Interpretation

- 2.1 Except where expressly defined, all capitalised words and phrases used in this Agreement shall have the same meaning given to them in the Act or in the Australia Post Terms and Conditions provided that where there is any inconsistency, the meaning shall be as defined in this Agreement to the extent of that inconsistency.
- 2.2 In these terms and conditions unless the contrary intention appears:
 - 2.2.1 other grammatical forms of defined words or phrases have corresponding meanings;
 - 2.2.2 a reference to one gender includes the other; and
 - 2.2.3 the singular includes the plural and vice versa.
- 2.3 "**Act**" means the *Australian Postal Corporation Act 1989* (Cth) (as amended from time to time) and any regulations made under that Act;
- 2.4 "**Agreement**" means an agreement between Australia Post and a Customer pursuant to Clause 1.2;
- 2.5 "**Article**" means a Publication together with any Supplements Lodged by the Customer with Australia Post for carriage under the Service (and includes the envelope, container or wrapper containing those items);
- 2.6 "**Customer**" means a Person controlling the editorial content, quantity and distribution of the publications approved for the Service, who from time to time is approved by Australia Post as a customer of the Service and any permitted transferee in respect thereof;
- 2.7 "**Guide**" means the *Print Post Service Guide*, a publication issued by Australia Post that sets out the details and requirements of the Service (as amended from time to time);
- 2.8 "**Lodgement Document**" means a written statement in a form prescribed by Australia Post and containing such details about Lodgement of Articles under this Agreement as Australia Post may require from time to time;
- 2.9 "**Publication**" includes a newspaper, magazine or catalogue that complies with the requirements set out in the Guide and is approved by Australia Post for the Service;
- 2.10 "**Service**" means the Print Post Service which is a Special Service for Delivery of addressed and approved Publications throughout Australia;
- 2.11 "**Supplement**" means a supplement included with the Publication in an Article which complies with the requirements set out in the Guide.

3 Period of Service

- 3.1 This Agreement shall remain in force until cancelled by written notice from the Customer to Australia Post or terminated by Australia Post pursuant to these terms and conditions.

4 Warranty

- 4.1 The Customer warrants that it has completed a *Print Post Publication Number Application* form and the Publication has been approved by Australia Post for carriage under the Service and issued with a Print Post Publication Number and that Articles lodged pursuant to the Service will comply with any mailing conditions and any other written instruction advised by Australia Post to the Customer from time to time, and in particular such Articles (including any Supplements) shall:
 - 4.1.1 comply with the shape, Weight, Dimensional, bundling and presentation requirements set by Australia Post for Articles carried by the Service;
 - 4.1.2 be accompanied by an accurately completed Lodgement Document;
 - 4.1.3 comply with all relevant State and Federal laws and regulations, the Service requirements contained in the Guide and other directions issued by Australia Post regarding the Service; and
 - 4.1.4 be Lodged in minimum volumes of 100 Articles and at times agreed with or convenient to the Office of Lodgement.

5 Rates and Charges

- 5.1 The Customer shall pay to Australia Post the Postage rates and any fees for the carriage of Articles by the Service as determined by Australia Post.
- 5.2 The Customer acknowledges that where an Article is undeliverable and is returned to the customer (or other person nominated in the return address), the Customer is liable for payment of the following Postage charges for the return:
 - 5.2.1 for small letter sized Articles, the published Ordinary Small Letter prices will apply;
 - 5.2.2 for large letter sized Articles up to 500g, the published Ordinary Large Letter prices for a given Weight will apply; and
 - 5.2.3 for large letter sized Articles over 500g, the published Basic Charge (same state) for Regular Parcels over 500g will apply.

(Where a person other than the Customer is nominated in the return address and has separately agreed with Australia Post to pay the Customer's return charges, the Customer indemnifies Australia Post in respect of any failure by the other person to pay those charges.)

6 Termination

- 6.1 Where the Customer fails to observe or perform any of the terms, covenants or obligations contained in these terms and conditions, Australia Post may terminate this Agreement upon reasonable written notice to the Customer.
- 6.2 Australia Post may at its discretion and for any reason whatsoever terminate approval to use the Service upon 30 days' notice in writing to the Customer.
- 6.3 Notwithstanding revocation or termination of approval pursuant to clause 6.1 or 6.2, the former Customer shall be liable to pay to Australia Post any Postage due pursuant to clause 5.

7 Other Services

- 7.1 Subject to clause 7.2, the Service is unavailable for use in conjunction with any other service offered by Australia Post.
- 7.2 The Customer may use the Reply Paid service in conjunction with the Service. The terms and conditions governing the use of the Reply Paid service shall apply to the Customer to the extent that such terms and conditions are not inconsistent with the terms and conditions contained herein.

8 Right of Inspection

- 8.1 Where so required, a person Lodging Articles for delivery by the Service shall permit Australia Post to open samples of a Lodgement, at the time of Lodgement, to ensure the contents are in accordance with the requirements set out in the Guide and any other written instructions advised by Australia Post to the Customer from time to time.

9 Variation

- 9.1 These terms and conditions may be waived, varied or added to by Australia Post giving reasonable notice in writing, or as agreed in writing by the parties.

10 Notice

- 10.1 Any notice required to be served by or under these terms and conditions shall be sufficiently given to the Customer if left at or sent by post addressed to the Customer at its last known or usual place of address and, to Australia Post, if sent by post to General Manager, Mail Products, GPO Box 1777, MELBOURNE VIC 3001.

11 Limitation of Liability Release and Indemnity

- 11.1 Subject to clause 11.2 and Australia Post Terms and Conditions, Australia Post shall not be liable to any person (whether in contract, tort or otherwise) for any loss or damage suffered, or that may be suffered, as a result of any act or omission, whether negligent or otherwise, by or on behalf of Australia Post in relation to the provision of the Service, or any other matter or thing relating to this Agreement.
- 11.2 To the maximum extent permitted by law (including the Competition and Consumer Act 2010 (Cth)), we expressly disclaim all guarantees, conditions and warranties, express or implied, in respect of our supply of any Services. If any guarantee, condition or warranty is implied into this agreement pursuant to any legislation (including without limitation the Competition and Consumer Act 2010 (Cth)) and the legislation avoids or prohibits provisions in a contract excluding or modifying the application of, exercise of, or liability under such guarantee, condition or warranty, the guarantee, condition or warranty shall be deemed to be included in this agreement, provided that, where it is fair and reasonable to do so, our liability for breach of the guarantee, condition or warranty shall, if the legislation permits, be limited (at our option) to any one or more of the following:
 - (a) in the case of goods, to:
 - (i) replacing the goods; or
 - (ii) supplying equivalent goods; or
 - (iii) repairing the goods; or
 - (iv) paying the cost of replacing the goods or acquiring equivalent goods, or paying the cost of having the goods repaired; and
 - (b) in the case of services, to:
 - (i) re-supplying the service; or
 - (ii) paying the cost of re-supplying the service,in respect of which the breach occurred, and otherwise shall be limited to the maximum extent permitted by law.

- 11.3 The Customer shall release and indemnify Australia Post against any loss or damage whatsoever which Australia Post may suffer as a result of any action, proceeding, claim, demand or prosecution arising from the provision of the Service, or any other matter or thing arising as a result of this Agreement, including loss or damage arising from the negligent acts or omissions of Australia Post, pursuant to this Agreement.

12 Force Majeure

- 12.1 Australia Post shall not be in default under the terms of this Agreement nor liable for failure to observe or perform in accordance with any provision of this Agreement for any reason or cause which could not with reasonable diligence be controlled or prevented by it, including without limitation, war, insurrection, riot, civil commotion, strikes, lock-outs, labour or industrial disputes, acts of God, acts of Governments, flood, storm, tempest, power shortages or power failure and inability to obtain sufficient labour, raw materials, fuel or utilities. During the period of an incident or incidents of "Force Majeure" this Agreement shall be suspended and Delivery will recommence after the incident or incidents of "Force Majeure" end.

13 Merger

- 13.1 All the rights, immunities and limitations of liability in this Agreement shall continue to have their full force and effect in all circumstances notwithstanding any breach of contract or of any conditions hereof by Australia Post.

14 Conditions of Carriage

- 14.1 This Agreement shall not constitute or imply any agreement between Australia Post and the Customer (or any undertaking or obligation whatsoever on the part of Australia Post) with respect to the carriage of any postal article. The Act, and the Australia Post Terms and Conditions and other written instructions published by Australia Post shall apply to the carriage of Articles Lodged pursuant to the Service except to the extent that they are inconsistent with this Agreement.

15 Law

- 15.1 This Agreement is governed by, and shall be construed in accordance with the laws in force in the State of Victoria and the courts and registries of courts in that State shall have jurisdiction in the event of a dispute.

16 Whole of Agreement

- 16.1 Subject to clauses 1.1 and 14.1, this Agreement contains the whole of the agreement between the parties in relation to the Service and any representation or warranty made by either party prior to entering into this Agreement shall have no force or effect.

17 Severance

- 17.1 Part or all of any term and condition of this Agreement that is illegal or unenforceable may be severed from this Agreement and the remaining provisions of this Agreement will continue in force.

* The Australia Post Terms and Conditions are available for perusal at Post Offices and on the internet at auspost.com.au

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.