

# DISPATCH NOTE

BRIEF INTERNATIONAL - POSTAGE PAID\*



## POSTING DETAILS

Date of posting: \_\_\_\_\_ Post business office: \_\_\_\_\_ Dispatch note no.: \_\_\_\_\_

## PRODUCT DETAILS

Name of the mailing: \_\_\_\_\_ Contract no.: \_\_\_\_\_

Certification/test no.:<sup>1)</sup> \_\_\_\_\_

## DISCLOSURES TO THE CUSTOMER/POSTING PARTY/LETTERSHP

Customer: \_\_\_\_\_ Customer no.: \_\_\_\_\_

Address: \_\_\_\_\_ ZIP code: \_\_\_\_\_ Place: \_\_\_\_\_ IMIS-no.: \_\_\_\_\_

Posting party/lettershop: \_\_\_\_\_ Customer no.: \_\_\_\_\_

Address: \_\_\_\_\_ ZIP code: \_\_\_\_\_ Place: \_\_\_\_\_

## CONTACT PERSON

Name: \_\_\_\_\_ E-Mail: \_\_\_\_\_ Tel.: \_\_\_\_\_

### ZONE 1 EUROPEAN UNION

Format <sup>2)</sup>	Delivery service	Number of items <sup>2)</sup>	thereof: number of additional services <sup>1)</sup>					Total weight (kg) <sup>2)</sup>
			Registered	Advice of receipt	Deliver to addressee in person	Cash on delivery	Insured	
Letter S	Priority							
Letter S non-machinable	Priority							
Letter M	Priority							
	Economy		-	-	-	-	-	
Letter M non-machinable	Priority							
	Economy		-	-	-	-	-	
Letter L	Priority							
	Economy		-	-	-	-	-	
Letter XL	Priority							
	Economy		-	-	-	-	-	
Sum of additional services								

### ZONE 2 REST OF EUROPE

Format <sup>2)</sup>	Delivery service	Number of items <sup>2)</sup>	thereof: number of additional services <sup>1)</sup>					Total weight (kg) <sup>2)</sup>
			Registered	Advice of receipt	Deliver to addressee in person	Cash on delivery	Insured	
Letter S	Priority					-		
Letter S non-machinable	Priority					-		
Letter M	Priority					-		
	Economy		-	-	-	-	-	
Letter M non-machinable	Priority					-		
	Economy		-	-	-	-	-	
Letter L	Priority					-		
	Economy		-	-	-	-	-	
Letter XL	Priority					-		
	Economy		-	-	-	-	-	
Sum of additional services						-		

### ZONE 3 WORLD

Format <sup>2)</sup>	Delivery service	Number of items <sup>2)</sup>	thereof: number of additional services <sup>1)</sup>					Total weight (kg) <sup>2)</sup>
			Registered	Advice of receipt	Deliver to addressee in person	Cash on delivery	Insured	
Letter S	Priority					-		
Letter S non-machinable	Priority					-		
Letter M	Priority					-		
	Economy		-	-	-	-	-	
Letter M non-machinable	Priority					-		
	Economy		-	-	-	-	-	
Letter L	Priority					-		
	Economy		-	-	-	-	-	
Letter XL	Priority					-		
	Economy		-	-	-	-	-	
Sum of additional services						-		

# DISPATCH NOTE

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### RECEPTACLES/PALLETS

Customer number for receptacles: \_\_\_\_\_

**Attention!** Number is absolutely necessary in case it differs from SAP-number of posting party/lettershop

Number	Receptacles/pallets
	Europallet
	Single use pallet
	Roll container - small
	Roll container - large
	Letter roll container

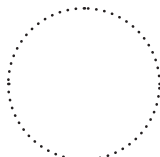
Number	Receptacles/pallets
	Letter box - small
	Letter box - large
	Carton
	Miscellaneous

### CONFIRMATION OF ACCEPTANCE/ POST INTERNAL PURPOSES

\*1 The General Terms and Conditions International Letter Mail apply.

<sup>1)</sup> required if available or applicable

<sup>2)</sup> required information



Stamp and signature of post office employee: \_\_\_\_\_

Accuracy of information provided by the customer in this dispatch note subject to review by Österreichische Post AG (Austrian Post) within the quality assurance process.

### FORMAT DEFINITION

	Letter S	Letter M	Letter L	Letter XL
<b>Weight</b>	0 - 20 g	> 20 - 75 g	0 - 2.000 g	0 - 2.000 g
<b>Minimum size</b>	140 mm x 90 mm	140 mm x 90 mm	140 mm x 90 mm	140 mm x 90 mm
<b>Maximum size</b>	235 mm x 162 mm	235 mm x 162 mm	353 mm x 250 mm	Length+width+thickness = 900 mm
<b>Maximum thickness</b>	5 mm	5 mm	30 mm	500 mm

**Comment:** as soon as a format's dimension and/or weight limit has been exceeded, the item is automatically assigned up to the next format.

### COUNTRY CLASSIFICATION

**Zone 1 European Union:** Belgium, Bulgaria, Croatia, Republic of Cyprus (excluding Turkish Northern Cyprus), Czech Republic, Denmark (excluding Greenland and Faroe Islands), Estonia, Finland (excluding Aland Islands), France (excluding French overseas territories), Germany (excluding Helgoland and Büsingen), Great Britain and Northern Ireland (including Isle of Man, excluding Guernsey, Jersey), Greece (excluding Mount Athos), Hungary, Ireland, Italy (excluding Livigno, Campione d'Italia, Lake Lugano), Latvia, Lithuania, Luxembourg, Malta, Monaco, the Netherlands (excluding Netherlands Antilles), Poland, Portugal (including Azores, Madeira), Romania, Sweden, Slovakia, Slovenia, Spain (excluding Canary Islands, Melilla, Ceuta). Also applicable for future member states of the European Union once they join the European Union.

**Zone 2 Rest of Europe:** Aland Islands (Finland), Albania, Andorra, Armenia, Azerbaijan, Belarus, Bosnia-Herzegovina, Büsingen (Germany), Campione d'Italia (Italy), Canary Islands (Spain), Ceuta (Spain), Cyprus (Turkish Northern Cyprus), Faroe Islands (Denmark), Georgia, Gibraltar, Greenland (Denmark), Guernsey (Great Britain), Helgoland (Germany), Iceland, Jersey (Great Britain), Kazakhstan, Kosovo, Liechtenstein, Livigno (Italy), Lake Lugano (Italy), Macedonia, Melilla (Spain), Montenegro, Moldova, Mount Athos (Greece), Norway, Russian Federation, San Marino, Serbia, Switzerland, Turkey, Ukraine, Vatican City

**Zone 3 World:** All countries and regions not listed in zone 1 (European Union) and zone 2 (Rest of Europe).