

# **INFO.MAIL**

## **PRODUCT AND PRICE INDEX**

Valid from 1 January 2019

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In the event of discrepancies the German original text shall  
prevail over the English translation.

**Valid from 1 January 2019 (issue no. 1/ 2019)**

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### 1 Offer of services

#### 1.1 General

1.1.1 Info.Mail within the meaning of these GTC are mail items whose transport and delivery are requested by the sender and accepted by Austrian Post pursuant to the shipping terms as Info.Mail in the final form.

1.1.2 Austrian Post is a forwarder of mass volume mail items offering universal Info.Mail shipping at generally affordable prices and is therefore, in terms of organisation, oriented towards processing a large amount of mailings in a manner which is as simple and standardised as possible.

1.1.3 Info.Mail items are identical mail items regarding size and weight with advertising content and exclusively printed address, of which at least 400 items have to be posted at the same time. Fewer than 400 items may only be posted as Info.Mail if the charge for 400 items of Info.Mail has been paid (section 4.3).

1.1.4 The advertising content has one or several of the following features:

- Serves to directly or fundamentally encourage a purchase;
- Contains offers (including free ones) of goods or services;
- Purchase/payment is non-binding and voluntary;
- Serves communication as part of customer retention measures;
- Appeal for donations, election advertising, club newspapers, questionnaires, information from the local authorities that is of general interest.

1.1.5 Info.Mail must meet the following conditions:

- All mail items have the same, single sender (different sub-traders are permissible);
- The same internal and external address;
- The same format and weight as well as the same mailer; the layout can differ;
- The same basic product (standard letters with variable text and image elements)

1.1.6 The following non-advertising content, for example, are classified as Info.Mail (even if only part of the mail items meets the features below):

- Invoices, reminders;
- Membership and subscription fee pre-invoices;

- Notifications about credit and vouchers with varying euro amounts (without associated purchase offers);
- Account statements, balance notifications and account access details such as PINs and TANs as well as passwords;
- Payment forms (provided they are not in connection with a non-binding offer);
- Contract elements or changes
- Credit cards and cash cards as well as smart cards with stored individual information, proofs of identity with individual photos;
- Cards that serve as proof of identify by reading a code.

1.1.7 The following can also be included:

- Free samples and promotional items;
- Customer and club cards (without payment function or proof of identity for legitimisation), if the sender points out to the recipient that the item is sent as an Info.Mail item which may be opened by Austrian Post in accordance with section 3.1.7 of this PPI;
- Third-party inserts, if their content means they can be sent as Info.Mail items.

1.1.8 Info.Mail items can be posted open, closed or without packaging. If they are open, it must be ensured that the content cannot fall out under any circumstances. The packaging must be such that the content throughout the shipping process is protected throughout the shipping from loss or damage as well as from stresses the mail item is exposed to during shipping such as pressure, jolts or falls. Closure flaps must not protrude, and must be either glued on or tucked.

1.1.9 Mail items that contain objects whose value exceeds the postage must not be sent as Info.Mail.

#### 1.2 General dimensions and weight limitations:

Austrian Post in accordance with the provisions of these GTC ships as Info.Mail rectangular or square mail items with the following dimensions:

- Minimum dimensions: 140 mm x 90 mm
- Maximum dimensions: 324 mm x 229 mm
- Maximum weight: 2,000 g
- max. thickness: 24 mm

For card-shaped mail items:  
Minimum thickness: 160 g/m<sup>2</sup> grammage

- Flexibility: A mail item with the maximum measurements indicated must be at least as flexible as an envelope, filled with A4 paper with a surface-related mass of 80 gram/sqm (test envelope according to ÖNORM E13724).

Sending non-rectangular or non-square mail items and mail items exceeding the size and weight limits in section 1.2 must be agreed separately with Austrian Post. Such mail items have to be in advance declared as admissible by Austrian Post as Info. Mail items. Austrian Post will charge an additional fee for such items in line with the additional service provided.

**1.3 Franking/postage-paid mark**

1.3.1 Each Info.Mail item – except for cases specified in section 1.3.2 – must have the following clearly visible two-line postage-paid mark on the outside of the mail item itself or on the packaging; in the case of mail items with a transparent envelope the following postage-paid mark can be on the content of the mail item itself:

Österreichische Post AG  
Info.Mail Entgelt bezahlt

In addition to this postage-paid mark mail items may not also contain a postage-paid mark for letter items in accordance with the general terms and conditions of Letter National or the postage-paid mark for newspapers in accordance with the general terms and conditions for sending newspapers as well as Sponsoring.Post, Firmen- und Plus.Zeitung as amended; if a mail item does contain one of these non-permissible postage-paid marks Austrian Post has the right to refuse to accept the mail items in accordance with the Info.Mail GTC.

1.3.2 Except in the case of mail items in envelopes with windows, when using address labels or if the address is printed directly onto the mail item the postage-paid mark may be above the address as one line and clearly distinct from the address; in this case the line below the postage-paid mark must be left blank. The postage-paid mark must not be in bold or underlined.

1.3.3 If in the cases covered in section 1.3.2 the sender of the mail item is indicated between the postage-paid mark and the address, then the following layout must be adhered to:

Österreichische Post AG Info.Mail Entgelt bezahlt

Sample company, Sample Street 11, 4321 Sample Town

Maximilian Maier  
Teststraße 99  
1234 Sample Town

- The postage-paid mark must be above the sender information; it must not have a larger font size, be in bold or underlined.
- There must be a blank line between the postage-paid mark and the sender information.
- The sender information must be a single line, underlined and clearly distinct from the recipient address.

1.3.4 If the sender does not wish undeliverable mail items to be returned in accordance with section 3.3 of the Info.Mail GTC, above the recipient address the items must contain in bold and clearly visible the note “Retouren an Postfach 555, 1008 Wien” or “Nicht Retourneren” or a note with the same meaning.

**2 Layouts of mail items**

**2.1 Address and other information**

The address and other information must be clearly legible and written in Latin letters and Arabic numerals and in such a way that they cannot be rubbed off. The minimum font size for the address and the sender information is 10 pt.

The following details must be indicated on the mail item:

- the recipient;
- the delivery point;
- postcode and place of destination.

Sample address:

<b>Ms</b>	title (optional)
<b>Michaela Sommer</b>	recipient: name/company name
<b>Auwinkel 16/22</b>	delivery point: street/street number/ door number
<b>1010 Vienna</b>	postcode/place of destination

Sender's instructions and markings shall, unless otherwise explicitly stipulated, shall be indicated by the sender on the address side of the mail item. Other markings or figures may appear on the address side if they do not negatively impact the address, required details or sender's markings.

Illustrations must be clearly distinguishable from valid

<p>postage stamps and postal and sender franking marks.</p> <p><b>2.2 Recipients</b> First and surname and/or company name and contact person (can be written on two lines).  Information such as "Attn:", "To Mr/Mrs/Ms", c/o or similar must be printed above the name and below a company name, if applicable.</p> <p><b>2.3 Delivery point</b> The delivery point must be indicated precisely to ensure proper and speedy delivery.  The delivery point must include the street name and number. For addresses with more than one delivery point, the block, flight and door number shall also be indicated. These shall be separated with a slash. For holders of a post office box, the words P.O. Box and if applicable the number of the P.O. Box should be printed here; for poste restante mail items, the words "Postlagernd" shall be listed as the delivery point.</p> <p><b>2.4 Postcodes</b> Postcodes shall be used according to the postcode finder which can be found at post.at.  Box postcode shall only be permitted when using a P.O. box in the address.</p> <p><b>2.5 Destination city</b> Austrian Post's postcode finder shall be authoritative for the designation of the destination city.  If the name of postcode city does not match the city name, then the city name shall be listed right next to the postcode without listing the postcode city.  The Federal State shall only be indicated if it is a part of the destination city (e.g. St. Johann in Tirol).</p> <p><b>2.6 Sender</b> Information about sender details is not absolutely necessary. The sender's details shall be written in the upper left up to 40 mm from the top edge. It can also be written on the reverse of the mail item.  If the sender's details are written in a window or address labels, then they must be on one line, clearly set off from and above the recipient's address.  Example of sender's details on one line (window envelope, above the address):  Muster GmbH, Sample Street 7; 1010 Sample Town</p>	<p><b>3 Terms of shipping</b></p> <p><b>3.1 General</b></p> <p>3.1.1 Info.Mail items shall be posted at the postal branches designated for this purpose at the designated acceptance times. Austrian Post can efficiently accept Info.Mail items across the country with a total weight of up to 700 kg or 1 euro pallet and up to a pallet height of 150 cm. To ensure deliveries of a larger number of items, these must be posted at designated postal branches listed at post.at/info.mail.</p> <p>3.1.2 Deliveries of machine-processable Info.Mail items according to section 3.2 with more than 50,000 items and deliveries of Info.Mail items in accordance with section 3.3 with more than 10,000 items must be announced no later than 5 working days (except Saturday) prior to the day of posting. To do this, the sender shall provide information electronically (.txt or .xls) to email address infomail.streuplan@post.at regarding place where the items will be posted, date and time, customer number (if available) and distribution plan (number of mail items per postcode). Notification using a licensed mailing software programme (e.g. Post-Versandmanager) takes the place of prior notification by email.</p> <p>3.1.3 The sender or his representative must provide the collection point with a sample mail item that is the same as the mail items that will be posted and that are labelled and recognised as such. If no sample is provided or the sample is not the same as the posted mail items, an actual item will be removed from the items to be posted, which will not be delivered. In addition a filled-in mailing list incl. distribution plan (number of mail items per postcode or distribution area) must be provided that is the same as the latest version of the one issued by Austrian Post. These mailing lists can be created using the software tool Post-Versandmanager or are available online at post.at/info.mail.</p> <p>3.1.4 If forms are required when using Austrian Post, then the forms shall be used in their currently valid version. Forms not obtained from Austrian Post must match the forms issued by Austrian Post in terms of shape, size and type. Austrian Post shall decide whether third-party forms as defined in these GTC are operationally compliant. Forms must be completely filled out by the sender. The necessary documents can be created using the software tool Post-Versandmanager (post.at/versandmanager).</p> <p>3.1.5 The weight of the Info.Mail items shall be determined by the acceptance office. If the weight measured differs from that listed by the sender in the mailing</p>
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list, the weight determined by Austrian Post shall be considered correct and shall form the basis of the charge.

- 3.1.6 In accurate details provided by the sender with regard to quantity, grammage and tariff shall not hinder effective contract conclusion.
- 3.1.7 For the sole purpose of checking that the conditions for the Info.Mail charges are met and therefore to ensure that the right charges are paid, Austrian Post has the right to make sport checks of the content. If this establishes that the mail items do not meet the requirements laid out under section 1.1, the difference will subsequently be charged in addition to the mailing rates according to the List of Products and Prices ECO Mailings for the GTC National Letter Mail.
- 3.1.8 Austrian Post reserves the right to affix official postal markings on mailings, if necessary using adhesive labels or barcodes.

**3.2 Dispatch of Info.Mail classic**

3.2.1 An Info.Mail classic mail item must meet the following criteria:

- Machine-processable, i.e. items are machine readable and processable (for specification see the special prerequisites for machine processability published at [post.at/richtigadressieren](http://post.at/richtigadressieren) as amended )
- Format of mail item:
  - Rectangular or square
  - Maximum dimensions: length: 235 mm, width: 162 mm, thickness (height): 5 mm
  - Minimum dimensions: 140 x 90 mm
  - Maximum weight: 50 grams

3.2.2 These mail items must be handed over in letter containers of Austrian Post or in envelope boxes. Inside the containers all mail items must be upright and face the same direction so that all addresses face the same way (no stacks).

**3.3 Dispatch of Info.Mail plus**

3.3.1 Info.Mail plus are mail items of all other formats and weights or non-machine processable items of the Info.Mail classic format. Info.Mail plus must be posted in locality bundles (sorted by postcode) or in distribution area bundles (sorted by the first two characters of the postcode). Mail items sorted by locality should be sorted by street name in alphabetical order and

by street number in ascending order.

- 3.3.2 The bundles must meet the following criteria:
  - Height: minimum 20 mm, maximum 235 mm
  - The maximum weight is 10 kg per bundle.
- 3.3.3 One bundle must contain at least 20 mail items. This does not apply to heavier or thicker individual mail items. In this case, a bundle must contain as many items that the upper format and weight limits according to section 3.3.2 are reached approximately. If this gives rise to several bundles, there must overall be at least 20 mail items per completely identical postcode (locality bundle) or identical in the first two characters of the postcode (distribution area bundle). If there are more mail items for a particular destination then the appropriate number of bundles must be created.
- 3.3.4 In the case of mail items for Vienna (postcode beginning with 1...) locality bundles are to be created based on the first three characters of the postcode. Distribution area bundles cannot be created for mail items to Vienna.
- 3.3.5 Remaining quantities that cannot be bundled based on towns (postcodes) or distribution areas must be posted without being sorted and unbundled in envelope containers or letter boxes. The remaining quantities for Vienna must be posted separately from the items for the rest of the country. Generally, remaining quantities can only be posted if bundling is not possible.
- 3.3.6 The bundles must be tied crosswise such that
  - they withstand the stresses of transport (this also applies to the mail items contained in the bundles),
  - the postcode and barcode (if there is one) on the bundle slip are not covered up and
  - no packaging materials (strings, etc.) protrude from the bundles.
- 3.3.7 Each bundle must come with a completed bundle slip that is the same is the latest version of the one issued by Austrian Post. The bundle slip must not be significantly smaller than the mail item. The information on the bundle slip must include:
  - Product description (Info.Mail),
  - Sender (name/address)
  - Mailing date
  - Postcode of the collection point

- Number of items contained in the bundle
- Postcode of destination (for locality bundles) or distribution area (for distribution area bundles)

These bundle slips can be created using the software tool Post-Versandmanager or are available online at [post.at/info.mail](http://post.at/info.mail). No bundle slips are required for containers (envelope containers) of remaining quantities.

3.3.8 The mail items must be handed over to the accepting office separated by type of bundle and remaining quantities.

3.3.9 Mail items that are not suitable for bundling must be posted in sufficiently stable boxes or letter boxes (max. 10 kg per box). The letter boxes are made available by Austrian Post upon agreement with the acceptance office or a customer advisor.

**3.4 Dispatch with a 2-day delivery window**

Subject to the following conditions and advance payment delivery is made within a 2-day window on the 4th and 5th working day following posting.

A free time slot in accordance with the capacity plan of Austrian Post is a precondition.

The delivery window is only possible on two consecutive working days (excl. Saturday). There must not be a public holiday between the two working days. Friday/Monday as a delivery window is possible.

If the preconditions are not met and no advance payment has been made, the delivery window cannot be provided and delivery is in accordance with the GTC of Info.Mail on one of the five working days following posting (except Saturday).

3.4.1 Booking request

The posting of the items must be booked online at least 7 working days (except Saturday) prior to the day of posting or 11 working days (except Saturday) prior to the day of the chosen delivery window at [post.at/info.mail](http://post.at/info.mail).

The sender must submit electronically (.txt or .xls) information about the place of posting, the desired delivery window, customer number (if available) and distribution plan (number of mail items per postcode, format and weight).

Upon receipt of the request Austrian Post checks whether the chosen delivery window is available and notifies the customer by email. This notification if possible takes place within one working day (except Saturday). If there is a free delivery window a reservation number will be sent, which must be stated when making a notification through a licensed

dispatch software (e.g. Post-Versandmanager)

3.4.2 Notification

The posting of Info.Mail classic mail items with a 2-day delivery window must be notified at least 5 working days (except Saturday) prior to the day of posting. The sender uses a licensed dispatch software (e.g. Post-Versandmanager) to submit information regarding booking number, information about the place of posting, the time of posting, customer number (if available) and the address file.

3.4.3 Info.Mail classic

3.4.3.1 General information

- Format of mail items:  
Maximum size: 235 x 162 mm, height: 5 mm  
Minimum size: 140 x 90 mm
- Maximum weight: 50 g
- Minimum number: 2,500.
- Posting at the Austrian Post branches designated by Austrian Post (see [post.at/geschaefftlich](http://post.at/geschaefftlich))

3.4.3.2 Sorting

The relevant dispatch documents must be created using a dispatch software (such as Post-Versandmanager [post.at/versandmanager](http://post.at/versandmanager)). The mail items must be posted in letter boxes A of Austrian Post or in envelope containers and must be sorted according to the specifications of the dispatch documents. Each letter box A or envelope container is to be labelled with the template "Info.Mail mit 2 Tages-Zustellfenster", issued by Post.Versandmanager or a dispatch software licensed by Austrian Post and which includes the desired delivery date and the target distribution centre.

3.4.4 Info.Mail plus

A prerequisite for a 2-day delivery window is a separate acceptance in writing by Austrian Post.

- Format: see section 3.3.1
- Minimum quantity: 50,000 mail items Info.Mail plus

**4 Rates**

In accordance with the latest version of the postal market act (PMG) postal services related to mailing items up to 2 kg if posted in the legally defined access points (postal branches) are part of the universal service. Such services are exempt from sales tax.

Post reserves its right to take into account the changes in the 2015 CPI (consumer price index) and changes in volume for future price adjustments. Sec. 20, 21, 22 PMG remain unaffected.

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### 4.1 Mailing rates for Info.Mail classic (preconditions see section 3.2) \*

per 100 items up to	EUR
20 grams	<b>34.00</b>
30 grams	<b>34.50</b>
40 grams	<b>35.00</b>
50 grams	<b>35.50</b>

\*universal service

### 4.2 Mailing rates Info.Mail plus \*

Weight category	Locality bundles per 100 items	Distribution area bundles except mail items for Vienna (1...) per 100 items	Remaining quantities per 100 items
up to grams	EUR	EUR	EUR
60	<b>40.58</b>	<b>47.57</b>	<b>59.12</b>
70	<b>41.61</b>	<b>48.44</b>	<b>59.98</b>
80	<b>42.78</b>	<b>49.49</b>	<b>61.08</b>
90	<b>43.49</b>	<b>50.02</b>	<b>61.60</b>
100	<b>44.38</b>	<b>50.79</b>	<b>62.40</b>
110	<b>44.70</b>	<b>51.00</b>	<b>62.60</b>
120	<b>45.84</b>	<b>52.13</b>	<b>63.84</b>
130	<b>46.97</b>	<b>53.26</b>	<b>65.07</b>
140	<b>48.11</b>	<b>54.41</b>	<b>66.32</b>
150	<b>49.24</b>	<b>55.54</b>	<b>67.56</b>
160	<b>50.37</b>	<b>56.67</b>	<b>68.79</b>
170	<b>51.50</b>	<b>57.80</b>	<b>70.03</b>
180	<b>52.63</b>	<b>58.93</b>	<b>71.27</b>
190	<b>53.78</b>	<b>60.07</b>	<b>72.51</b>
200	<b>54.91</b>	<b>61.20</b>	<b>73.75</b>
210	<b>56.04</b>	<b>62.33</b>	<b>74.99</b>
220	<b>57.17</b>	<b>63.47</b>	<b>76.22</b>
230	<b>58.30</b>	<b>64.60</b>	<b>77.46</b>
240	<b>59.44</b>	<b>65.74</b>	<b>78.71</b>
250	<b>60.45</b>	<b>65.86</b>	<b>78.97</b>
260	<b>61.03</b>	<b>66.48</b>	<b>79.43</b>
270	<b>61.90</b>	<b>67.34</b>	<b>80.46</b>
280	<b>62.89</b>	<b>68.21</b>	<b>81.40</b>
290	<b>64.61</b>	<b>70.06</b>	<b>83.42</b>
300	<b>65.61</b>	<b>70.92</b>	<b>84.37</b>

Weight category	Locality bundles per 100 items	Distribution area bundles except mail items for Vienna (1...) per 100 items	Remaining quantities per 100 items
up to grams	EUR	EUR	EUR
310	<b>67.34</b>	<b>72.77</b>	<b>86.39</b>
320	<b>68.21</b>	<b>73.64</b>	<b>87.34</b>
330	<b>69.19</b>	<b>75.37</b>	<b>89.23</b>
340	<b>70.92</b>	<b>76.35</b>	<b>90.31</b>
350	<b>71.79</b>	<b>78.09</b>	<b>92.19</b>
360	<b>73.64</b>	<b>79.07</b>	<b>94.22</b>
370	<b>74.50</b>	<b>80.80</b>	<b>95.17</b>
380	<b>76.35</b>	<b>81.67</b>	<b>97.19</b>
390	<b>77.22</b>	<b>83.52</b>	<b>98.14</b>
400	<b>78.09</b>	<b>84.38</b>	<b>100.03</b>
410	<b>79.94</b>	<b>86.23</b>	<b>101.11</b>
420	<b>80.80</b>	<b>87,10</b>	<b>102.99</b>
430	<b>82.65</b>	<b>88.96</b>	<b>103.94</b>
440	<b>83.52</b>	<b>89.83</b>	<b>105.97</b>
450	<b>85.25</b>	<b>91.55</b>	<b>107.86</b>
460	<b>86.23</b>	<b>92.54</b>	<b>108.94</b>
470	<b>87.10</b>	<b>94.27</b>	<b>110.83</b>
480	<b>88.96</b>	<b>95.14</b>	<b>111.91</b>
490	<b>89.83</b>	<b>96.99</b>	<b>113.79</b>
500	<b>91.55</b>	<b>97.86</b>	<b>114.74</b>
520	<b>94.27</b>	<b>100.57</b>	<b>117.72</b>
540	<b>96.12</b>	<b>103.29</b>	<b>121.63</b>
560	<b>98.72</b>	<b>106.00</b>	<b>124.59</b>
580	<b>101.44</b>	<b>108.60</b>	<b>127.57</b>
600	<b>104.15</b>	<b>111.32</b>	<b>130.54</b>
700	<b>116.76</b>	<b>124.79</b>	<b>145.25</b>
800	<b>129.36</b>	<b>138.25</b>	<b>160.92</b>
900	<b>142.83</b>	<b>151.72</b>	<b>175.63</b>
1000	<b>155.31</b>	<b>165.19</b>	<b>191.29</b>
1100	<b>179.64</b>	<b>188.54</b>	<b>215.85</b>
1200	<b>188.54</b>	<b>197.56</b>	<b>225.71</b>
1300	<b>197.56</b>	<b>206.58</b>	<b>235.42</b>
1400	<b>206.58</b>	<b>215.47</b>	<b>245.29</b>
1500	<b>215.47</b>	<b>224.50</b>	<b>255.13</b>
1600	<b>224.50</b>	<b>233.51</b>	<b>264.86</b>



<b>Weight category</b>	<b>Locality bundles</b> per 100 items	<b>Distribution area bundles except mail items for Vienna (1...)</b> per 100 items	<b>Remaining quantities</b> per 100 items
<b>up to grams</b>	<b>EUR</b>	<b>EUR</b>	<b>EUR</b>
1700	<b>233.51</b>	<b>242.41</b>	<b>274.71</b>
1800	<b>242.41</b>	<b>251.43</b>	<b>284.56</b>
1900	<b>251.43</b>	<b>260.44</b>	<b>294.28</b>
2000	<b>260.44</b>	<b>269.34</b>	<b>304.13</b>

\*universal service

**4.3 Extra charge for minimum number of mail items**

If fewer than 400 Info.Mail items are posted, the charge for 400 mail items of the same weight category must be paid. The calculation of the extra charge for the minimum number of items is based on the unit charge that equals the weight category of the mail item actually posted. Only the lowest charge category per weight category is used per weight category. In the case of Info.Mail classic this equals according to section 3.2 the uniform tariff according to section 4.1, in the case of Info.Mail plus according to section 3.3 the charge category "locality bundle" according to section 4.2.

**4.4 Rates for the returns**

1.20 EUR (1.- EUR nett) per 100 items posted.

The basis of the rate calculation is the total number of mail items of the respective consignment. Within one consignment using different return orders is not permitted. Rates for returns are not taken into account when calculating the discounts according to section 5.

**5 Discounts**

**5.1 General**

Discounts are granted under the following conditions:

Calculating discounts is based on the rates for the respective consignment of Info.Mail items invoiced to the customer (per mailing list) and the net postage rates paid by him. The net postage rates are excl. all statutory taxes and charges, in particular sales tax. The basis for calculation is reduced by any credits.

The discounts only apply (i) the listed minimum transaction volume for each discount graduation is met and (ii) the following conditions are satisfied (section 5.2). If the minimum dispatch volume is not met, neither pro-rating nor otherwise reduced discounts or similar shall apply or be paid out.

**5.2 Requirements**

- Tariff payment via valid deferred payment agreement (see sample in Appendix 1)
- Dispatch at the Austrian Post branches designated by Austrian Post (see post.at/geschaefftlich)
- Using a dispatch software licensed by Austrian Post (e.g. Post-Versandmanager)
- Use of letter containers or suitable boxes when posting items unbundled (e.g. envelope boxes)
- Use of Euro pallets for palletising
- Electronic advance notice at least 5 working days prior to posting

**5.3 Discount table**

<b>Quantity/per consignment</b> (= per mailing list) in units	<b>Discount in %</b>
from 50.000	<b>1.00</b>
from 100.000	<b>2.00</b>
from 200.000	<b>3.00</b>

**VERTRIEB GESCHÄFTSKUNDEN**



An die  
 Österreichische Post AG  
 Vertrieb Geschäftskunden / Vertriebsinnendienst  
 Rochusplatz 1  
 1030 Wien

Österreichische Post AG  
 Division Brief, Werbepost & Filialen  
 Vertriebsinnendienst  
 Rochusplatz 1  
 1030 Wien, Österreich  
 CID: AT95ZZZ00000006859

Tel.: +43 (0) 577 67 / xxxx  
 Fax: +43 (0) 577 675 / xxxx

Bearbeiter: .....  
 E-Mail: [vorname.nachname@post.at](mailto:vorname.nachname@post.at)  
 Kundennummer .....  
 Firmenbuchnummer .....  
 UID-Nummer .....

Firma  
 Firmenname  
 Straße Hausnummer  
 Postleitzahl Ort

**STUNDUNG DER ENTGELTE (SEPA DIRECT DEBIT B2B)**

**TT. MONAT JAHR**

Stundungszeitraum: 1.-15. und 16. bis Monatsletzter

Wir ersuchen um Stundung und unbare Entrichtung der Entgelte für den Versand aller Sendungsarten und für erweiterte Serviceleistungen der Österreichischen Post AG, kurz „Post“, und verpflichten uns, einen Umsatz von mindestens EUR 730,- pro Kalendermonat zu erreichen. Die Post hat das Recht, die Stundung jederzeit zu widerrufen, insbesondere dann, wenn wir den vereinbarten Mindestumsatz nicht erreichen oder in dem Fall, dass unser Konto keine ausreichende Deckung aufweist.

Die Entgelte für die vom 1. bis 15. sowie vom 16. bis zum letzten Tag eines Monats von der Post erbrachten Leistungen sind jeweils am 16. Tag des Monats der Leistungserbringung bzw. am ersten Tag des auf die Leistungserbringung folgenden Monats fällig. Einwendungen gegen in Rechnung gestellte Entgeltforderungen sind innerhalb von 3 Monaten ab Rechnungsdatum bei der Post schriftlich zu erheben; andernfalls gilt die Entgeltforderung der Post als anerkannt. Einwendungen hindern nicht die Fälligkeit des Rechnungsbetrages.

Wir ermächtigen die Post, die gestundeten Entgelte ab Fälligkeit im Rahmen des SEPA Firmenlastschriftverfahrens (SEPA B2B) von nachfolgendem Konto abzubuchen:

IBAN: \_\_\_\_\_  
 Kontoinhaber: \_\_\_\_\_  
 Name des Geldinstituts: \_\_\_\_\_ BIC: \_\_\_\_\_

Die Vorabankündigung (Pre-Notifikation) seitens der Post erfolgt spätestens einen Tag vor Abbuchung.

Wir verpflichten uns, das gegenüber der Post erteilte Mandat aufrecht zu halten und nicht zu widerrufen sowie für eine für die Abbuchung des jeweiligen Rechnungsbetrages ausreichende Deckung des angeführten Kontos zu sorgen.

Bei nicht ausreichender Deckung unseres Kontos hat die Post das Recht, hinsichtlich des jeweils aushaftenden Betrages, unter Vorbehalt der Geltendmachung eines weiteren Verzugschadens, insbesondere Bankspesen, Verzugszinsen in der Höhe des gesetzlichen Zinssatzes gemäß Unternehmensgesetzbuch (UGB) geltend zu machen. Die Post hat das Recht, uns sämtliche Mahn- und Inkassospesen, insbesondere diesbezüglich anfallende Anwaltskosten, in Rechnung zu stellen.

Wir nehmen zur Kenntnis, dass je nach Versendungsart die dafür geltenden AGB der Österreichischen Post AG in der jeweils geltenden Fassung als vereinbart gelten.

\_\_\_\_\_  
 Ort und Datum

\_\_\_\_\_  
 Firmenmäßige Zeichnung



## **Österreichische Post AG**

### **Austrian Post customer service**

Business-Hotline: 0800 212 212

[post.at/kundenservice](https://post.at/kundenservice)

Company headquarters

Letter Division, Advertising Mail & Branches

Rochusplatz 1, 1030 Vienna

[post.at/info.mail](https://post.at/info.mail)

Legal form: public company

Based on the political municipality of Vienna

FN 180219d of the commercial court Vienna

Misprint and typographical errors excepted.