

NATIONAL LETTER MAIL

LIST OF PRODUCTS AND PRICES ECO MAILINGS

Valid from 1 July 2018

LIST OF PRODUCTS AND PRICES ECO MAILINGS FOR THE GCT NATIONAL LETTER MAIL

Valid from 1 July 2018 (issue no. 1/2018)

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1 Scope of services

1.1 General

1.1.1 Österreichische Post AG (hereinafter: Post) is a forwarder of bulk mail items offering a universal postal service at generally affordable rates and is therefore organizationally geared towards processing a large number of letter mail items in the most simple and standardised way.

1.1.2 Eco letter mail items and Eco packages (hereinafter "mail items") are addressed mail items of up to 2 kg, whose transportation and delivery are requested by the sender and accepted by Post according to these terms of shipment. The transport times for mail items posted on a working day, except Saturdays, before closing time, is usually between two to three working days, except Saturdays. Additional services are not possible with these mail items.

1.1.3 Mail items, excluding those in card format or folded letter mail items (see section 2), need to be equipped with wrapping/packaging (e.g. envelopes) and packaged safely enough, taking into consideration content and volume, so that throughout the transport they are protected against loss or damage and can withstand any stresses the mail item is exposed to during transport, such as pressure, shock or fall.

1.1.4 Unless there are apparent damages or diminutions of the content, damages to the packaging or wrapping may be repaired by Post if Post's operational means allow.

1.2 General size and weight limits

- Maximum weight:
Basic products and return mail items: 2,000 grams
- Minimum size: L 140 mm x W 90 mm
- Maximum size:
The following maximum sizes apply:
Length + width + thickness = 900 mm
Maximum expansion = max. 500 mm

For mail items in card format: Minimum thickness: 160 g/m² grammage

For mail items in roll format, the following maximum sizes apply:
Length + 2x diameter = max. 900 mm
Length = max. 500 mm

1.3 Payment of Rates by the Customer

Proper franking of a mail item is a prerequisite for acceptance and delivery.

1.3.1 Franking

Franking may be made by the customer as follows:

1.3.1.1 Franking machine impression

Franking machine impressions may be used to evince the payment of the rates. Further information can be found in the regulations of usage for franking machines ("Frankiermaschinen") as amended.

1.3.1.2 Postage paid impression

The requirement for "Postage paid items" ("Bar freigemachte Sendungen") is the concurrent posting of at least 20 letter mail items of the same basic product (see section 4) with the same weight.

The mail items must be delivered in a postal service point sorted by basic products with a corresponding dispatch note (see http://www.post.at/geschaefftlich_versenden_brief_oesterreich_produkte.php).

The indication in the dispatch note that is relevant for the invoice will be reviewed by Post. If the sender's data deviates from the verification made by Post, the latter constitutes the correct basis for the (subsequent) accounting of the rates.

Incorrect information provided by the sender regarding number of items, grammage and basic product do not prevent effective conclusion of a contract according to the general terms and conditions as amended applicable to the relevant dispatch.

The postage paid impression found at www.post.at/eco must be attached onto the letter mail items. Layout and wording prescriptions are mandatory:



1.3.2

Payment at the counter of a postal service point
The rate of mail items without postage paid by the customer can be paid upon posting at the counter of a postal service point.

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- 1.33 Postal stationery
Postal stationery are envelopes issued by Post with the printed transport rate for Letter S and Letter M in packaging units of maximum 10 units that include a market and cost-oriented production premium of EUR 0.05 per envelope. Only valid postal stationery issued by Post may be used. Foreign postal stationery as well as damaged, modified or already used postal stationery may not be used.

2 Layout of Mail Items

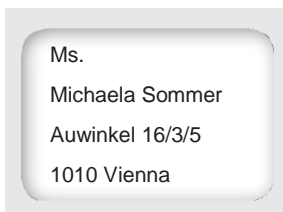
2.1 General

The address and other details must be 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 sender information is 10 pt.

The following details shall be indicated on the letter mail item:

- the recipient
- the delivery point
- the post code and destination city
- recommended: the

sender Sample address:



1. Titel (optional)
2. Recipient: Name/company name
3. Delivery point: Street, street number/flight/door number
4. Postcode, destination city

Mandatory details and notes shall, unless explicitly provided otherwise, be indicated by the sender on the address side of the letter mail item. Other notes or illustrations may be indicated on the address side if they do not negatively impact the address, statutory details or notes of the sender or any notes of Post.

Illustrations must be clearly distinguishable from valid postage stamps and postal and sender franking machine impressions.

2.2 Recipient

First and surname and/or company name and contact person (may also be written on two lines). The recipient may be indicated on non-registered mail items with agreed upon characters, numbers and words (codes).

Complementary information:

The information "Attn" shall be printed above the name and below a company name. The information "c/o" or similar shall be printed below the name and above a company name.

Examples:

Österreichische Post AG
For the attention of John Doe
Rochusplatz 1
1030 Vienna

John Doe
c/o Österreichische Post AG
Rochusplatz 1
1030 Vienna

2.3 Delivery point

The delivery point shall be indicated in a way that enables proper and quick delivery.

The delivery point shall 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 by a slash. For holders of a post office box, the words "P.O. Box" and if applicable the number of the P.O. Box shall be included here; for poste restante mail items, the words "Poste Restante" shall be included as the delivery point.

2.4 Postcodes

Postcodes shall be used in accordance with the postcode finder, which is available on www.post.at. A P.O. Box postcode may only be included when using a P.O. Box in the address.

2.5 Destination city

Post's postcode finder shall be decisive for the designation of the destination city.

In case the name of the postcode city does not correspond to the city name, the city name shall be included next to the postcode without stating the postcode city.

The federal state shall only be indicated if it is part of the destination city (e.g. St. Johann in Tyrol).

2.6 Sender

The sender's details shall be written in the upper left up to 40 mm from the top edge. It may also be written on the reverse side of the mail item. If the sender's details are written in the window or on address labels, they have to be written in one line, clearly set apart and above the recipient's address.

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- Sample for sender's details in one line (window envelope, above the address):
- Sample company, Sample Street 7; 1010 Sample Town
- 3 Terms of Delivery**
- 3.1 General**
Post reserves its right to affix official postal notes on mail items, if necessary using adhesive labels or barcodes.
- 3.2 Posting, place of posting, time of posting**
- 3.21 The scheduled receiving hours are indicated in the overview of services in every postal service point, which is held readily accessible. Deviating receiving hours can be agreed on with Post, e.g. in case of large mail item quantities.
- 3.22 Whether or not mail items may be handed over to rural postmen is specified in the overview of services.
- 3.3 Forms**
If forms are to be used when making use of the service of Post, such forms shall be used in their currently valid version – see www.post.at/briefnational. Forms not obtained from Post must match the forms issued by Post in terms of shape, size and imprints. Post shall decide whether third-party forms as defined in these LPP are operationally compliant. Forms must be completely filled out by the sender.
- 4 Basic Products**
If a mail item does not fulfil the prerequisites for machine processability according to the special prerequisites for machine processability published at www.post.at/richtigadressieren, the rate of the next most expensive basic product will be charged.
- Mail items with handwritten addresses within a consignment of up to 300 items are excluded from this regulation, provided they fulfil the remaining criteria pursuant to the special conditions Prerequisites for machine processability.
- 4.1 Letter S**
- Weight: 0 – 20 g
 - Minimum size: 140 mm x 90 mm
 - Maximum size: 235 mm x 162 mm
 - Maximum thickness: 5 mm
- 4.2 Letter M**
- Weight: 21 – 75 g
 - Minimum size: 140 mm x 90 mm
 - Maximum size: 235 mm x 162 mm
 - Maximum thickness: 5 mm
- 4.3 Package S**
- Weight: 0 – 2,000 g
 - Minimum size: 140 mm x 90 mm
 - Maximum size: 353 mm x 250 mm
 - Maximum thickness: 30 mm
- 4.4 Package M**
- Weight: 0 – 2,000 g
 - Minimum size: 140 mm x 90 mm
 - Maximum size: Length + width + thickness = 900 mm Maximum expansion 500 mm
- Maximum size for mail items in card format:
Length + 2x diameter = max. 900 mm as well as length max. 500 mm Mail items in roll format can only be sent as a Package M.
- 5 Advance Instructions**
Sender's instructions shall only be binding if made in the stipulated manner.
- 5.1 Do not redirect**
By affixing the note "Nicht Nachsenden" ("Do not redirect"), sender may issue the instruction that the mail item shall not to be redirected. The mail item will then be returned to the sender. The recipient's new address will not be disclosed to the sender.
- 5.2 Do not return**
Undeliverable mail items will not be returned to the sender. The respective notice is e.g. "Nicht Retournieren" ("Do not return") or "Retouren an Postfach 555, 1008 Wien" ("return to P.O. Box 555, 1008 Vienna") or a notice with the same meaning.
Post will recycle such mail items.
- 5.3 Poste restante**
Mail items with the notice "Postlagernd" ("poste restante") as delivery point will be kept for pickup at the respective postal service point for a minimum of 14 calendar days from the day following their arrival.
The recipient will not be notified.
- 6 Rates**
All indicated charges are net, i.e. not including statutory charges and taxes, in particular value-added tax.

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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.

6.1 Transport rates for basic products*

Product	EUR
Letter S ¹	0.70
Letter M ¹	1.25
Package S	2.50
Package M	4.00

¹ For postal stationery * additional EUR 0.05 production premium per envelope.

* Universal service, VAT-exempt

6.2 Other rates

Other services *	EUR
Poste restante – the recipient pays when the mail item is handed over	1.00

* Universal service, VAT-exempt

7 Discounts

7.1 General

When making the below-mentioned advance performances and when a certain number of items are reached, immediate discounts will be granted.

Discounts will be calculated based on the total net amount of the transport charges charged to and to be paid by the customer for the respective consignment. The net transport charges listed are net rates excluding statutory charges and taxes, in particular value added tax (VAT). The basis of calculation shall be reduced by any credits.

Post is entitled to check whether the discount criteria are met. In case it is found that the criteria are not met, the difference between the discounted charges and the regular transport charges will be charged subsequently in accordance with section 6.1.

7.2 General prerequisites

The following criteria must be met for each consignment (cumulative):

- Mail items of basic products Letter S, Letter M, and Package S
- Minimum number per posting: 2,500 units Mailings
- Mail items sorted according to basic product and formats

- Mail items are sent without additional services
- Mail items must be machine-processable – for specifications see the special prerequisites for machine processibility
- Posting at the intended postal service points (see www.post.at/geschaefftlich)
- Postage paid notice in accordance with section 1.3.3 must be used
- Dispatch “A” containers of Post or in envelope boxes (in consultation with Post)
- Payment via valid deferral agreements according to section 1.5.2 (see sample acc. to appendix 1)

7.3 Discounts for advance performances, definitions

Discounts are modular. Various combinations are possible.

7.3.1 Advance performance 1 – Notice of place of dispatch, time and quantity

At least five business days in advance, the sender shall provide his customer number together with details on

- the place of dispatch
- the day of dispatch
- the volume of dispatch

The notification must be made by e-mail (.txt or .xls) to infomail.streuplan@post.at. Notification via a licensed software program (e.g. Post's delivery manager (“Post Versandmanager”)) replaces the advance notification via e-mail.

7.3.2 Advance performance 2 – Notice of scatter plan including place of dispatch and volume

In addition to the information from advance performance 1, the sender shall provide information on the relevant scatter plan at least five days in advance.

The notification must be made by e-mail (.txt or .xls) to infomail.streuplan@post.at.

Notification via a licensed software program (e.g. Post's delivery manager (“Post Versandmanager”)) replaces the advance notification via e-mail.

This advance performance includes advance performance 1. Thus, the discount for advance performance 1 is already included in this discount and will not be granted additionally.

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- 7.33 Advance performance 3 – Sorting according to own and other distribution centre

The sender undertakes to sort and label the items according to dispatch distribution centre and other distribution centre. Furthermore, the sorted items need to be handed over separately in containers.

Own distribution centres means that the mail items are in the distribution area of the posting distribution centre.

Other distribution centre includes items outside the distribution area of the posting distribution centre.

The posting distribution centre is the distribution centre where the mail items were posted.

- 7.34 Advance performance 4 – Sorting according to destination distribution centre
In addition to the sorting under advance performance 3, the sender undertakes to sort and label its items according to the respective destination distribution centre. The destination distribution centre is the distribution centre the mail items are intended for.

Discount is granted from a volume of 100,000 letter mail items. This advance performance includes advance performance 3. Thus, the discount for advance performance 3 is already included in this discount and will not be granted additionally.

Sorting of the mail items according to destination distribution centre is based on the postcode included in the recipient's address. The allocation of postcode areas to individual distribution centres is available at www.post.at/business.

- 7.35 Advance performance 5 – Exact weight
The sender has to include the exact weight per (individual) mail item in the dispatch list. Additionally, the total weight of the posting must be indicated.

- 7.36 Advance performance 6 – Early posting until 2:00 pm
The consignment needs to be posted until 02:00 pm. The time the delivery documents are handed over to the receiving office is decisive.

- 7.37 Advance performance 7 – Early posting until 11:00 am
The consignment needs to be posted until 11:00 am. The time the delivery documents are handed over to the receiving office is decisive.

This advance performance includes advance

performance 6. Thus, the discount for advance performance 6 is already included in this discount and will not be granted additionally.

7.4 Discount scale for advance performances

Advance performances	Discount in %
Advance performance 1	0.50
Advance performance 2 (incl. advance performance 1)	1.00
Advance performance 3	0.50
Advance performance 4 (incl. advance performance 3)	1.50
Advance performance 5	0.50
Advance performance 6	0.50
Advance performance 7 (incl. advance performance 6)	0.75

7.5 Volume discounts

Unit	Discount in %
from 20,001	0.50
from 50,001	1.50
from 100,001	2.50

Österreichische Post AG Post Customer

Service

Business Hotline: 0800 212 212

Private customers: 0800 010 100

www.post.at/kundenservice

Company headquarters

Letter Division, Advertising Mail & Branches

Rochusplatz 1, 1030 Vienna

www.post.at | www.post.at/geschaeflich Legal

form: public limited company

Registered seat in the municipality of Vienna

FN 180219d, Commercial Court of Vienna

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