

NATIONAL LETTER MAIL

LIST OF PRODUCTS AND PRICES PRIORITY MAILINGS

Valid from 1 July 2018

WENN'S WIRKLICH WICHTIG IST,
DANN LIEBER MIT DER POST.



Post

List of products and prices priority mail items for the GTC National letter mail

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

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List of products and prices priority mail items for the GTC National letter mail

1	Scope of Services		
1.1	General		For mail items in roll format, the following maximum sizes apply: Length + 2x diameter = max. 900 mm Length = max. 500 mm
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	Priority letter mail items and priority 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 one working day, except Saturdays. Additional services are possible for these mailings.	1.3	Franking 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	Stamps Only valid, Post-issued stamps may be used. Foreign stamps as well as stamps that are damaged, changed or have already been used for the purposes of franking must not be used.
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.	1.3.1.2	Franking machine impression Instead of stamps, 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.
1.1.4	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.	1.3.1.3	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/geschaeflich_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 https://www.post.at/prio must be attached onto the letter mail items. Layout and wording prescriptions are
1.2	General size and weight limits		
	<ul style="list-style-type: none">• Maximum weight: Basic products and return mail items: 2,000 grams Literature for the blind: 7,000 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 Deviating from that, the maximum size for package M with the additional service tracking is: L 1000 mm x W 600 mm x H 600 mm		
	For mail items in card format: Minimum thickness: 160 g/m ² grammage		

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mandatory.



- 1.3.1.4 **Franking vending machine**
By using this self-service machine, the customer may choose the proper transport service. The franking vending machine prints the respective prepayment impression, which must be attached to the mail items by the sender.
- 1.32 **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.

2 **Layout of Mail Items**

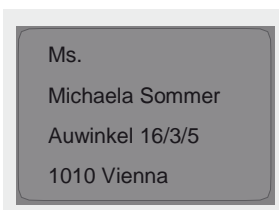
2.1 **General**

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 postcode and destination city
- for mailings with additional services of the sender

Sample address:



1. Title (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. "c/o" 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

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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.

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

321 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.

322 Mail items with a declared value, mail items with the additional service tracking, registered mail items as well as mail items with postage paid have to be posted at the respective postal service points at the scheduled receiving hours. Mail items with the additional service registered mail or tracking can also be handed over to rural postmen or posted via Post dispatch boxes.

323 Individual mail items without the additional service registered mail or tracking can also be posted by insertion into mailboxes.

324 Whether or not mail items – excluding mail items with declared value – 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.

Packages may be shipped with the additional service tracking without an additional fee.

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

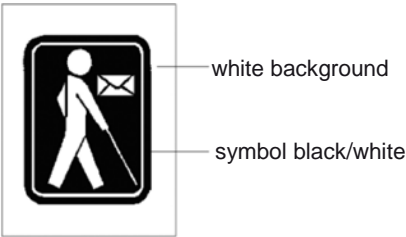
4.4 Package M

- Weight: 0 – 2,000 g
- Minimum size: 140 mm x 90 mm
- Maximum size: 1,000 mm x 600 mm
- Maximum thickness: 600 mm

Mail items exceeding length + width + thickness = 900 mm or an expansion exceeding 500 mm up to the format L 1,000 mm x W 600 mm x H 600 mm must be sent with the additional service tracking.

Mail items in roll format can only be sent as Package

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	M without tracking with the maximum format length + 2 x diameter = max. 900 mm as well as a max. length of 500 mm. A package M with tracking must be rectangular.		corner if no additional services are requested.
		5.1.3	<p>Additional services</p> <p>For an additional charge, the following services will be provided:</p> <ul style="list-style-type: none"> • Registered mail • Deliver to addressee in person • Advice of receipt
5	Special Deliveries		
5.1	Literature for the blind		
5.1.1	<p>General</p> <p>Delivery of literature for the blind is free of charge for the sender and is only available for a restricted group of persons. The sender or the recipient of such mail item must be either an officially recognized institute for the blind or a blind person.</p> <p>Mail items of all 4 basic products may be sent as literature for the blind. The mail items must be sent unsealed, so that the content may be easily checked at any time.</p> <ul style="list-style-type: none"> • Maximum weight: 7,000 g <p>Permitted content</p> <ul style="list-style-type: none"> • Braille publications, • Correspondence or literature in any format including sound recordings intended for the blind, • Special papers for inscription by braille, • Any machines or material, including specifically customized CDs, Braille printing, equipment, watches for the blind, (white) sticks for the blind as well as recorders supporting the blind or designed to overcome blindness. 		
5.1.2	<p>Notation</p> <p>The address side must include the notation "Blindensendung" or "Envois pour les aveugles".</p> <p>In addition, the mail items may be marked with a white label bearing the following figure:</p>		
	 <p>(Size 52 x 65 mm)</p>		
	Literature for the blind must include the note "Nicht stempeln" ("Do not stamp") on the top right-hand		
		6	Advance Instructions
		6.1	<p>Do not redirect</p> <p>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.</p>
		6.2	<p>Do not return</p> <p>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.</p> <p>Post will recycle such mail items.</p>
		6.3	<p>Poste restante</p> <p>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.</p> <p>The recipient will not be notified. Mail items without additional service will be handed over to the person who comes to pick it up.</p>
		7	Additional Services
			<p>All notes regarding additional services must be placed above the address field and/or be clearly visible using an appropriate label. Sender's indications are only binding if they are made in the stipulated form and if the respective postage has been paid.</p> <p>For mailings with additional service, the sender must imperatively be indicated. For rates see section 8.2.</p>
		7.1	<p>Tracking</p> <p>The additional service tracking may be used</p>

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without additional charges for the basic products package S and package M. The posting of the mail item will be confirmed by Post. Using the tracking number and the service available on www.post.at, the customer can check up on the delivery status. The ultimate delivery status remains available online for a period of 6 months.

Mail items with the additional service tracking will be placed in the relevant installations without takeover confirmation if the mail item's size allows, or are delivered at the delivery point. If delivery is not possible, the mail item is kept ready for pickup in the notification location determined by Post for the recipient until expiry of the pickup deadline.

The additional service tracking cannot be combined with other additional services (e.g. registered mail, COD, etc.).

If at least 20 mail items with the additional service tracking are posted at the same time, Post may demand the generation of an advice file via a licensed shipping software. For more information please refer to www.post.at.

7.2 Registered mail

The posting of the mail item is confirmed by Post. The integration of Track & Trace (T&T) for registered mail items enables the sender to follow the delivery status using his tracking number at www.post.at. The ultimate delivery status remains available online for a period of 6 months. If at least 5 items are posted at the same time, Post may demand the usage and issuing of a posting book provided by Post or an electronically generated dispatch note.

Upon request, a confirmation regarding the takeover of the mail item and/or its handing over will be issued to the sender.

When posting via a Post dispatch box, a receipt will be printed automatically based on the tracking number scanned by the sender.

The additional service registered mail can be added to all basic products up to a maximum size of Length + Width + Thickness = 900 mm and a maximum dimension of 500 mm (see IPP section 1.2).

Mail items with value or interest exceeding EUR 50.- must be posted as registered mail; otherwise, the liability of

Post is limited to an amount of EUR 50.-

7.2.1 Additional services for registered mail items

7.2.1.1 Sender info via SMS or email

The sender discloses his email address or mobile phone number when posting the registered mail item and automatically receives a delivery notification to this channel.

This additional service is only available for a maximum of 50 items per dispatch. For dispatches of more than 50 items, Post must be consulted in advance in order to accomplish the transfer of information.

7.2.1.2 Deliver to addressee in person

The mail item must be marked with the note "Eigenhändig".

The mail item will only be handed over to the person named in the address field or to a person authorised to accept mail items.

7.2.1.3 Do not deliver to persons authorised to accept mail items

Using the note "Nicht an Postbevollmächtigte" ("do not deliver to persons authorised to accept mail items ") in addition to the note "Eigenhändig" ("deliver to addressee in person") the sender can decide for the mail item not to be delivered to persons authorised to accept mail items by means of a respective Post authorisation or power of attorney.

7.2.1.4 Advice of receipt

The mail item must be marked with the note "advice of receipt" or "Übernahmeschein" ("ÜS").

The filled in advice of receipt must be attached to the backside of the mail item. When handing over the mail item, the advice of receipt is signed by the recipient and returned to the sender for confirmation purposes. In agreement with Post, the electronic transmission of the delivery data including signature can be agreed on instead of a physical advice of receipt.

7.2.1.5 Cash on delivery

The sender may assign Post (hereinafter: "COD order") to only hand over the mail item in return for cash (hereinafter: "COD amount").

The COD order is attached to the mail item using the form "Nachnahme-Verrechnungspostanweisung". ("COD charging postal order"). Retroactive changes to the COD order, in particular to the COD amount, are not possible. In addition to the indications regarding sender and

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recipient, the mail item must include the COD amount to be collected as well as IBAN and BIC of a credit institute with its seat in the SEPA region, to which the collected COD amount shall be transferred.

Moreover, the mail item must be marked using the following adhesive label:



Indication of an amount exceeding EUR 3,600.- is only permitted if the mail item is posted with declared value. In case a posting book or an electronically generated dispatch note is used, the COD amount must be indicated per COD mail item.

The COD mail item will only be handed over in return for the COD amount specified by the sender and receipt of the confirmation of the take-over. Furthermore, the collection of the data of the person ordering payment is required.

The collected COD amount is transferred to the bank account at a bank headquartered in Austria indicated by the sender and in the name of the recipient indicated by the sender. The recipient of the collected COD amount may be a person other than the sender.

In case the attempt to deliver and/or collect is not successful, the mail item is kept ready for pickup at a postal service point specified by Post for the duration of the pickup period; the recipient is notified in writing. Upon expiry of the pickup period, the mail item is returned to the sender bearing a respective note.

Undeliverable and unreturnable COD amounts: COD amounts which cannot be transferred to the sender will be treated as undeliverable and unreturnable. The sender is entitled to demand the transfer to a bank account held with a credit institution having its seat in Austria named by him within a period of 3 years (starting on the working day following the day of payment).

Right of retention: Post is entitled to safeguard all claims of Post against the sender in connection with the proper transport of the mail item by retaining an amount of the COD amount equal to the amount of Post's claim or to set off receivables against the COD amount.

Data protection: All of the data notified by the sender will be used by Post for the purposes of processing the COD order and will be treated strictly confidential. The data will not be transferred to third parties.

7.2.2 Declared value

7.2.2.1 General

Upon request of the sender, mail items in packaging/wrapping are transported with declared value (mail item with declared value). Such declared value may not exceed the value of the content of the mail item.

No underlines or adhesive labels must be attached to the packaging at the time of posting.

Mail items with value or interest exceeding EUR 75.- must be posted with declared value; otherwise, the liability of Post is limited to an amount of EUR 75.-.

Mail items with the following content must be posted as mail item with declared value. Otherwise, liability of Post is excluded in accordance with section 4.2 GTC National Letter:

- valid domestic and foreign means of payment
- securities
- precious metals (e.g.: gold, silver, platinum)
- jewellery (e.g.: watches), precious stones and gemstones (crystals)
- jewels
- gold nuggets
- gold and silver coins
- cheques
- credit cards, cheque cards and debit cards
- saving books
- valid domestic and foreign stamps
- valid domestic and foreign phone cards
- invalid collector stamps, coins, bank notes and phone cards
- works of art
- other valuables

7.2.2.2 Notation

The address field must include the note "Wert" ("value") as well as the amount in EUR. The amount must be written in Arabic numerals and in such a way that it

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cannot be rubbed off.

Mail items with declared value, on which details of the address are struck through or changed will not be accepted.

7.2.2.3 Posting and delivery

The posting will be confirmed. The posting receipt must be drawn up by the sender. If at least 5 mail items are posted at the same time, Post may demand the usage and issuing of a (page of a) posting book provided by Post or an electronically generated dispatch note.

The mail item will be handed over in return for a confirmation of receipt. In case the declared value exceeds the limit for substitute deliveries, no substitute delivery will take place.

7.2.2.4 Packaging and closure

In addition to the requirements pursuant to section 2, the packaging of mail items with declared value must meet certain requirements. The packaging must be designed in a way that renders opening of the mail item impossible without causing damages to the packaging or the closure. Furthermore, mail items with a declared value exceeding EUR 1,500.- must be sealed.

7.3 Additional stamp "Christkindl" (Baby Jesus)

By using the additional stamp issued by Post, mail items can be sent to seasonal postal service points e.g. "Christkindl" (Baby Jesus), etc.

Mail items bearing additional stamps must be posted at a postal service point.

The postage stamps attached to the mail items are validated with the Post seal impression of the seasonal postal service point and afterwards forwarded to the recipient.

8 Rates

All indicated charges are net, i.e. not including statutory charges and taxes, in particular value-added 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.

8.1 Transport rates for basic products*

Product	EUR
Letter S	0.80
Letter M	1.35
Package S	2.70
Package M	4.20

8.2 Rates for additional services

These rates are invoiced in addition to the respective transport rates	EUR
Additional services in the universal service	
Tracking ¹	0.00
Registered mail	2.30
Advice of receipt ²	2.20
COD ²	3.50
Declared value ² 1% of the declared value, rounded up to the nearest hundred, and in any event in connection with a declared value exceeding EUR 1,500.-	36.00
Additional services not covered by the universal service	
Sender info via SMS or email ²	0.10
Deliver to addressee in person ²	2.20
Do not deliver to persons authorised to accept mail items ³	1.10
Additional stamp "Christkindl" (Baby Jesus)	0.80

¹ Only possible in connection with the basic products package S and package M

² Only possible in connection with registered mails

³ Only possible in connection with registered mails and mail items to be delivered to the addressee in person

8.3 Other rates

Other services *	EUR
Inquiry	4.00
Poste restante – the recipient pays when the mail item is handed over	1.00

* Universal service, VAT-free

9 Discounts

9.1 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

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<p>particular value added tax (VAT). The basis of calculation shall be reduced by any credits.</p> <p>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 8.</p>	9.3.2	<p>Advance performance 2 – Notice of scatter plan including place of dispatch and volume</p>
<p>9.2 General prerequisites</p> <p>The following criteria must be met for each consignment (cumulative):</p> <ul style="list-style-type: none"> • 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 • Dispatch at postal service points designated by Post (see www.post.at/business) • 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) 	9.3.3	<p>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.</p> <p>The notification must be made by email (.txt or .xls) to infomail.streuplan@post.at.</p> <p>Notification via a licensed software program (e.g. Post's delivery manager (“Post Versandmanager”)) replaces the advance notification via email.</p> <p>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.</p>
<p>9.3 Discounts for advance performances, definitions</p> <p>Discounts are modular. Various combinations are possible.</p>	9.3.4	<p>Advance performance 3 – Sorting according to own and other distribution centre</p> <p>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.</p> <p>Own distribution centres means that the mail items are in the distribution area of the posting distribution centre.</p> <p>Other distribution centre includes items outside the distribution area of the posting distribution centre.</p> <p>The posting distribution centre is the distribution centre where the mail items were posted.</p>
<p>9.3.1 Advance performance 1 – Notice of place of dispatch, time and quantity</p> <p>At least five business days in advance, the sender shall provide his customer number together with details on</p> <ul style="list-style-type: none"> • the place of dispatch • the day of dispatch • the volume of dispatch <p>The notification must be made by email (.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 email.</p>	9.3.4	<p>Advance performance 4 – Sorting according to destination distribution centre</p> <p>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.</p> <p>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.</p> <p>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.</p>

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- 9.35 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.
- 9.36 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.
- 9.37 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.

9.4 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

9.5 Volume discounts

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

List of products and prices priority mail items for the GTC National letter mail

Appendix 1 – Sample Deferral Agreement

<p>SALES BUSINESS CUSTOMERS</p> <p>For Österreichische Post AG Sales Business Customers / Internal Sales Rochusplatz 1 1030 Vienna</p> <p>Company Company Name Street Door Number Postcode City</p>	<div style="text-align: right;">  </div> <p style="text-align: right; font-size: small;"> Österreichische Post AG Letter Division, Advertising Mail & Branches Internal Sales Rochusplatz 1 1030 Vienna, Austria CID: AT95ZZZ00000006859 Tel.: +43 (0) 577 67 / xxxx Fax: +43 (0) 577 675 / xxxx Processor:..... Email: vorname.nachname@post.at Customer number Registration number VAT number </p>											
<table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">DEFERRAL OF RATES (SEPA DIRECT DEBIT B2B)</td> <td style="width: 40%; text-align: right;">DAY MONTH YEAR</td> </tr> </table> <p>Period of deferral: 1-15 and 16 until the last day of the month</p> <p>We are hereby requesting deferral and non-cash payment of the rates for the shipment of all types of mail items and for extended services by Österreichische Post AG ("Post") and undertake to generate a turnover of minimum EUR 730,- per calendar month. Post is entitled to revoke the referral at any time, in particular should the agreed minimum turnover not be generated or in case our account does not have sufficient cover.</p> <p>The rates for services carried out by Post from the 1st to the 15th as well as from the 16th to the last day of a month shall be due on the 16th day of the month during which the service was performed or on the first day of the following month. Objections raised against invoiced fees must be sent to Post in writing within 3 months from the date of invoicing; otherwise Post's fees shall be deemed accepted. Objections do not affect the due date of an invoiced amount.</p> <p>We hereby authorise Post to debit the deferred rates on the due date as part of the SEPA business-to-business direct debit scheme (SEPA B2B) from the following account:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 30%;">IBAN:</td> <td style="width: 30%; text-align: center;">-</td> <td style="width: 40%;"></td> </tr> <tr> <td>Account holder:</td> <td style="text-align: center;">-</td> <td></td> </tr> <tr> <td>Name of the bank:</td> <td style="text-align: center;">-</td> <td style="text-align: right;">BIC: -</td> </tr> </table> <p>Post shall pre-notify the customer no later than one day prior to debiting the account.</p> <p>We undertake to uphold the mandate issued to Post and to not revoke it as well as to ensure that the indicated account has sufficient cover for the debiting of the invoiced amount.</p> <p>Should our account not have sufficient cover, Post is entitled, with regard to the outstanding amount, without waiving the right to assert further default damage, to claim bank charges and default interest, in particular amounting to the legal interest rate according to the Austrian Business Code ("UGB"). Post is entitled to charge us all reminder and collection fees, in particular incurring lawyer fees.</p> <p>We note that the applicable GCT of Österreichische Post AG as amended apply as agreed depending on the type of mailing.</p>		DEFERRAL OF RATES (SEPA DIRECT DEBIT B2B)	DAY MONTH YEAR	IBAN:	-		Account holder:	-		Name of the bank:	-	BIC: -
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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/business Legal

form: public limited company

Registered seat in the municipality of Vienna

FN 180219d, Commercial Court of Vienna

Subject to misprint and typesetting errors