1. Daily Mail and Bulk Mail - Defined

2.1 Daily Mail < 300 items

Defined – The costs of postal services have a number of key elements;
1. The size of the envelope or item you wish to send;
   a. Medium 130mm x 240mm
   b. Large 165mm x 240mm
   c. Extra Large 260mm x 385mm

2. The thickness and weight of the item you wish send;
   a. Medium 6mm and 500grams
   b. Large 10mm and 500grams
   c. Extra Large 20mm and 1kg

2.2 Bulk Mail >300 items See NZMG Contact

Defined – The costs of postal services have a number of key elements;
1. Please engage with Uni Logistics to discuss requirements
2. The accuracy of the address data used for the mailing;
   a. Has a Statement of Accuracy been issued? – See NZMG Contact
3. The volume > 300 < 1,000 in a single lodgement
4. The volume > 1,000 in a single lodgement
5. Weight maximum -
   a. Medium 55grams
   b. The rest 75grams
6. Lodgement and documentation requirements – See NZMG Contact

2. Envelope Printing

Preferred Printers – Permit and Free Post

The University operates a list of preferred printers – The Print Panel.

Each of the printers understands the requirements as to the layout and specific requirements to obtain the correct postal pricing using the correct postal identifiers.

All envelopes being printed for use both internally and for external mail need to carry the following postal identifier.

Likewise all envelopes printed to be used within an outer envelope as a response device needs to have the following postal identifier
Questions and Answers

Q: Are the standard University envelopes postage paid? If I miss the Black mail bag can I just put them in a post box on the street?

A: No. The University’s envelopes are Permit Post. These do not include the cost of postage until they are lodged with New Zealand Post. They CANNOT be put into a post box on the street as they MUST have the right paperwork with them. NZ Mail does this for The University with all of the Black Bag mail. The University’s Permit Post number is: -240601

You can order these envelopes from Soar Print, https://www.staff.auckland.ac.nz/en/central-services/finance-and-purchasing/procurement-key-suppliers/printing.html

The University’s preferred envelope supplier – details below.

Q: I am doing a survey and want to use Freepost so that the respondents can send me their responses in the post without them having to pay postage. How do I do this?

A: The University has one main Freepost number (108279) that can be used for all Freepost returns. However it is very important that you get the address on the Freepost items correct. This ensures your department is charged correctly for the number of returns.

You can order these envelopes from Soar Print, The University’s preferred envelope supplier – https://www.staff.auckland.ac.nz/en/central-services/finance-and-purchasing/procurement-key-suppliers/printing.html

3. Support Services – Mail Finishing

You can save money on the cost of your next mail out. It is part of our overall service to advise our clients when the possibility of savings arises. These savings can dramatically reduce the cost of mailing. Contact Dave Allan or Ralph Connor, refer page 4

Did you know?

- The size of material mailed can impact on costs- for envelopes or film wrap, postage costs and processing costs.
- Cleansing of Databases and providing New Zealand Post approved ‘Statement of Accuracy’ qualify mailings for postal discounts and substantial postage savings
- Comparisons of costs on envelopes as opposed to film wrap are available upon request.
- Comparison of costs – eg. laser versus ink jet. Personalizing versus generic etc, are available upon request.

Rocket Mail is a full service Mailing House. Ideal solution for handling smaller runs (up to 20,000 through the film wraps and up to 50,000 through our envelope inserters).

Services include

Address Data;
- Database certification and address verification
- Post Coding and deduping of address files
- Sorting in to Post Code order
- Completion of a SOA – Statement of Accuracy

Data Production;
- Envelope printing
- Printing of variable data – BW and Colour
- Fold and Insert Maxpop, DLE C5 C4
- Printing of address labels
- Envelope Inserting – machine insertion
- Handline inserting
- Flow / Shrink Film Wrap
- Documentation / tray sand lodge with New Zealand Post.

Questions and Answers

Q: Is there a ‘best-standard’ for how I should address my mail items?

A: Yes. Please refer to the below Quick Guide to Addressing for quick tips. Refer page 6
Large mail outs

Q: Is it possible for me to get discounted postage if I have a big mail out to do?

A: Yes, but there are requirements you must meet first. It is usual practice that a business sending out these types of mail-outs will use a mail-house. A mail-house is well aware of the requirements and can assist you in getting the most cost effective postal option. – Engage Uni Logistics

Do you have more than 300 DLE items or 500 C4 sized items? Yes – Engage Uni Logistics

You must use Permit Post envelopes – The University has a preferred supplier, Soar Print, for these.

You must meet the New Zealand Post Address Layout & Envelope Layout requirements. Please refer to the New Zealand Mail contact below for assistance. All mail-out databases must comply with a STATEMENT OF ACCURACY to attract discounted mail rates.

If you are able to fulfil the above criteria, then you may be able to access the New Zealand Post bulk mail products called VolumePost or Go Flexible. Please contact the New Zealand Mail contact below for assistance. Remember that how the mail is presented to New Zealand Post (i.e. in trays with the correct labels & paperwork) is very important.

4. Couriers

Questions and Answers

Q: How do I arrange a courier?

A: Fill out the appropriate form that is provided on the UOA intranet site.

https://www.staff.auckland.ac.nz/uoahome/staff-intranet/central-services/finance-and-purchasing/suppliers/supplier-overview/nz-mail

Accurate descriptions of content, weight and size are important, as well as destination and contact details or the recipient. And the following:

- A cost code / project code is a requirement
- Urgency

Then contact Uni Logistics Helpdesk - 09 306 6399 or e-mail the form to unilogistics@nzmail.co.nz

Q: I want to send hazardous or sensitive material overseas. Who can I use?

A: You can contact Uni Logistics Helpdesk, the University has approved World Couriers, 09 275 5300, for all “white gloves” requirements. They specialise in the transport of hazardous or dangerous goods, or parcels requiring the highest degree of security.

Contact New Zealand Mail Unilogistics for assistance or if you require advice.

5. Need Help – Key Contacts

University Logistics Help Desk and booking service.
unilogistics@g3group.co.nz
DDI 09 306 6391

Uni Logistics - Atul Patel.
atul.patel@g3group.co.nz

Facilities Management – Ralph Connor.
Ralph.connor@nzmail.co.nz
Mobile 021 668 964

Postal, Printing and Mail House Services – Dave Allan.
David.allan@nzmail.co.nz
DDI 09 306 6391
Mobile 021 712 416
<table>
<thead>
<tr>
<th>Service Provider</th>
<th>Service</th>
<th>Contact Person</th>
<th>Contact Details</th>
</tr>
</thead>
</table>
| NEW ZEALAND MAIL                     | All incoming & outgoing operational queries/questions/complaints         | Ralph Connor                         | Tel: - 09 306 6399  
Mob: - 021 668 964  
Email: - ralphc@nzmail.co.nz |
|                                      |                                                                         | Manager – Facilities Management       |                                                        |
| COURIER & MAIL SERVICES              | Uni-Logistics – all courier or freight forwarding requirements          | Unilogistics Helpdesk operator        | Tel: - 09 306 6399  
Email: - unilogistics@nzmail.co.nz |
|                                      | Bulk Mail Inquiries                                                    |                                       |                                                        |
|                                      | General Mail and related Inquiries                                     |                                       |                                                        |
| ADMINISTRATION                       | Admin                                                                   | Ralph Connor / Tom Wang               | Tel: - 09 306 7657  
Email: - tomw@nzmail.co.nz |
|                                      | Billing                                                                 |                                       |                                                        |
| ACCOUNT MANAGEMENT                   | Escalation point for incoming/outgoing operational queries/questions or | Dave Allan                            | Tel: - 09 306 6391  
Mobile: - 021 712416  
Email: - dave.allan@nzmail.co.nz |
|                                      | complaints.                                                             | National Sales Manager                |                                                        |
|                                      | Pricing queries, special quotes                                        |                                       |                                                        |
A quick guide to addressing your letters and parcels

Getting mail to the right person, at the right place, at the right time ...

It may sound simple, but the little address details can make a big difference!

By following these guidelines, your mail will have the best possible chance of getting to its destination. That’s because, by using the correct address format, you’re helping us to process and deliver your mail more accurately and more speedily.

The key is to use a postcode for every address that you use – whether it’s a street address with suburb and town, Rural Delivery address, New Zealand Post PO Box or Private Bag. Not only do postcodes make sorting mail faster and easier, they also reduce the chances of mail going to the wrong address.

**Street address**
- Street number + name
- Suburb
- Town/City + Postcode

**Rural address**
- Street number + name
- RD + Rural Delivery number
- Mailtown + Postcode

**PO Box**
- PO Box + Box number
- Box lobby
- Town/City + Postcode

**Street – with unit, floor or building name**
- Option 1 (recommended)
  - Unit + Floor + Building name
  - Street number + name
  - Suburb
  - Town/City + Postcode

**Rural address with unit or building name**
- Option 1 (recommended)
  - Unit + Building name
  - Street number + name
  - RD + Rural Delivery number
  - Mailtown + Postcode

**Private Bag**
- Private Bag + Bag number
- Town/City + Postcode

**Option 2**
- Floor + Building name
- Unit number + Y + Street number + name
- Suburb
- Town/City + Postcode

**Option 2**
- Building name
- Unit number + Y + Street number + name
- RD + Rural Delivery number
- Mailtown + Postcode

Need more information?
If you’d like to find a postcode for an address, or would like more detailed information on addressing mail and using postcodes, visit www.nzpost.co.nz/addressing any time, 24 hours a day. Alternatively, phone 0800 81 501 or ask at your local New Zealand Post retail outlet – we’ll be happy to help.