Statement of Posting Explained

NZ**Post**

Your company's name and street address. If you are a Mailhouse put your details here.

Your telephone and extension number, and a contact name in case we have a query.

The quantity of items being mailed by product type.

Additional reference details if required. If completed, this reference (up to 10 digits) will appear on your invoice.

If required by the product type then record the actual weight of each item being mailed.

This is the Address Accuracy Percentage (AAP %)

The total number of items being mailed in this lodgement.

**Note:
Each lodgement must be a minimum of:
300 Domestic items**

Statement of Posting

Insert writing shield under customer copy. Complete details below in full. Please write firmly. All spoiled copies **must** be returned to NZ Post.
IMPORTANT: This form must be included with your mail items to ensure your mail gets processed.

Form number:
1234567890 NZ**Post**

Customer or Mailhouse Details

Business Name:	**X Company**
Physical address:	**1000 Kiwi Avenue**
Town/City:	**Auckland**	Postal Code/Zip:
Contact Person:	**Joe Smith**	Telephone:	Extn:

Billing Details

Customer TPID:	**51232456**
Intermediary TPID: (Mailhouse Use Only)	
Customer Reference: (up to 14)	**Manukau**
PermitPost Number:	**2222**	Transport ID

NZ Post Use Only Business Mails Acceptance	Please classify your mail. Refer to the appropriate products and services guide for codes and instructions. Tracked and ParcelPost parcels cannot be lodged under this method of payment.								NZ Post Only Business Mails Receipt Check					

Customer Required: Lodgement Declaration Details

Bulk mail only / Bulk mail only

Domestic Bulk mail only

Billing Product Code	Confirmed Quantity	Line No.	Product Code (up to 16) See instructions	Quantity	Actual Weight (g)	Line Reference (up to 10)	AAP%		Cust. Agreement Code	Time	AAP	Pres	ELS	ALS	Qty
		1	**VPM**	**300**		**Mail Ord01**	**85.0**			Reason:					
		2								Reason:					
		3								Reason:					
		4								Reason:					
		5								Reason:					
		6								Reason:					
		7								Reason:					
		8								Reason:					
Revised Qty:				Total Quantity: **300**		Sender Signature			Sender Signature **Joe Smith**			Lodgement Date/Time **18/07/23 11:45am**			

The receipt is issued on the basis of information provided by the customer or its Agent to NZ Post. Customers are advised that if a discrepancy in the accuracy of information provided by the customer or its Agent to NZ Post is detected, NZ Post reserves the right to levy charges and/or credits to the full value of this discrepancy.

NZ Post Use Only (Please PRINT clearly) Further Reasons:

Lodgement Point		RC Code		Receipt Check		Acceptance	
Date Stamp		Received by		Checked by		Checked by	
		Time Received	Use 24hr, eg. 14:15 not 2:15pm	Time Accepted	Use 24hr, eg. 14:15 not 2:15pm	Time Accepted	Use 24hr, eg. 14:15 not 2:15pm

AR input copy

Pre-printed form number.

**The Customer Number to bill the lodgement against.
Note: This will always be Your Customer Number unless you are a Mailhouse and lodging on behalf of another business.**

For your Mail House use only, if they lodge mail on your behalf

For your (or your Mail House/ agency's) own records. If completed, this reference will appear on your invoice (up to 14 digits).

If applicable, enter your NZ Post Transport name here.

Your New Zealand Post Permit-Post number. (Or DirectPost for offshore customers)

Your signature, name and date/time lodgement sent.

Product Code (up to 16) See instructions	Quantity	Actual Weight (g)
VPM	**300**	

Example of how to classify your mail into the correct product code:

300 VolumeMail medium envelopes, lodged between 8am – 5pm.

VolumeMail

Product	Size		Time		
VP	**M**	Medium	**S**	Standard	8am - 5pm
	L	Large	**E**	Evening	After 5pm, or on weekends or public holidays. Lodgements can be made by prior arrangement only.

AD4405–23 (07/23)