

**IMPORT LETTERS**

16 1004

**BASIS FOR INVOICING/
DELIVERY NOTE**

Type 16	Reference No.
Customer's No.	
Order No.	

Person responsible for supplying information, name and tel.no.	Date of posting (year, month, day)
Payee's contact, name and tel. no.	Sender/Payee (name and address)
Sender (if other than payee)	

The form will be scanned. Please use blockletters!

Type of item	Article	Maximum weight (g)	No. of items	Type of item	Article	Maximum weight (g)	No. of items
1st Class Letter	2000155	20		Letters with additional services The total number of items- whatever additions, are included in each weight group.	2000281	20	
	2000156	100			2000282	100	
	2000157	250			2000283	250	
	2000158	500			2000284	500	
	2000159	1000			2000285	1000	
	2000161	2000			2000286	2000	
	Bulky, 0-2 kg	2000168	—			Surcharges	
Economy Letter	2000170	20		Registered letters	2000287	—	
	2000171	100		Registered letter with EDI	2003681	—	
	2000172	250		Cash on Delivery with EDI	2003680	—	
	2000173	500		Exprés delivery Monday-Friday	2001472	—	
	2000174	1000		Exprés delivery Saturday	2001473	—	
	2000176	2000		Insured	2000290	Kg 1	
	Bulky, 0-2 kg	2000177	—			2003672	2
Supplementary lines					2000291	5	
					2000292	10	
					2000293	15	
					2000294	20	
				Market value up to 50 000 kr ¹⁾	2000295	—	
				Market value 50 001 - 200 000 kr	2000296	—	
				Market value 200 001 - 500 000 kr	2000297	—	
				Surcharges			
				Advice of delivery	2000289	—	
				Market value for means of payment ¹⁾	2000306	Amount	

¹⁾ For means of payment, market value up to 10 000 SEK.

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1st Class Letter	2000155	20		Letters with additional services The total number of items- whatever additions, are included in each weight group.	2000281	20		
	2000156	100			2000282	100		
	2000157	250			2000283	250		
	2000158	500			2000284	500		
	2000159	1000			2000285	1000		
	2000161	2000			2000286	2000		
	Bulky, 0-2 kg	2000168	—			Surcharges		
Economy Letter	2000170	20		Registered letters	2000287	—		
	2000171	100		Registered letter with EDI	2003681	—		
	2000172	250		Cash on Delivery with EDI	2003680	—		
	2000173	500		Exprés delivery Monday-Friday	2001472	—		
	2000174	1000		Exprés delivery Saturday	2001473	—		
	2000176	2000		Insured	2000290	Kg 1		
	Bulky, 0-2 kg	2000177	—			2003672	2	
Supplementary lines						2000291	5	
						2000292	10	
					2000293	15		
					2000294	20		
				Market value up to 50 000 kr ¹⁾	2000295	—		
				Market value 50 001 - 200 000 kr	2000296	—		
				Market value 200 001 - 500 000 kr	2000297	—		
				Surcharges				
				Advice of delivery	2000289	—		
				Market value for means of payment ¹⁾	2000306	Amount		

¹⁾ For means of payment, market value up to 10 000 SEK.


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How to fill in the Delivery Note

The Delivery Note must **always** contain the following data:

- Date of posting
- Customer's number
- Sender's/Payee's name and address
- Name and tel. no. of person responsible for supplying information
- Payee's contact, name and tel. no.

PLEASE USE BLOCK LETTERS!

	16 1004	BASIS FOR INVOICING/ DELIVERY NOTE	Type 16	Reference No.
IMPORT LETTERS		Date of posting (year, month, day) 2010-04-08		Customer's No. 570000100
Person responsible for supplying information, name and tel.no. Bengt Persson 060-17 92 53		Payee's contact, name and tel. no.		Order No.
Sender (if other than payee)		Sender/Payee (name and address) Frotté AB Box 123 851 01 Sundsvall		

Type of item	Article	Maximum weight (g)	No. of items ⁽¹⁾	Type of item	Article	Maximum weight (g)	No. of items ⁽¹⁾
1st Class Letter	2000155	20		Letters with additional services The total number of items- whatever additions, are included in each weight group.	2000281	20	300
	2000156	100			2000282	100	500
	2000157	250			2000283	250	
	2000158	500			2000284	500	
	2000159	1000			2000285	1000	
	2000161	2000			2000286	2000	
Bulky, 0-2 kg	2000168			Surcharges Registered letters ⁽²⁾			
Economy Letter	2000170	20		Registered letter with EDI	2003681		
	2000171	100		Cash on Delivery with EDI	2003680		
	2000172	250		Exprés delivery Monday-Friday	2001472		
	2000173	500		Exprés delivery Saturday	2001473		
	2000174	1000		Insured	2000290	1	
	2000176	2000			2003672	2	
Bulky, 0-2 kg	2000177			2000291	5		
Supplementary lines ⁽³⁾		50	1	2000292	10		
				2000293	15		
				2000294	20		
				Market value up to 50 000 kr ¹⁾	2000295		
				Market value 50 001 - 200 000 kr	2000296		
				Market value 200 001 - 500 000 kr	2000297		
				Surcharges Advice of delivery ⁽²⁾			
				Market value for means of payment ¹⁾	2000289		
					2000306		Amount

¹⁾ For means of payment, market value up to 10 000 SEK.

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BI 5500.09E (apr 10) Del 1. Arkiveringstid: Inaktuell handling kastas. Posten Meddelande AB. Reg. Number: 556711-5695. Registered Office: Solna, Sweden

- ① Indicate the no. of items with surcharges.
- ② If the width of the items exceeds 250 mm and/or the thickness of the thinnest item exceeds 30 mm, the number of items in the consignment must be stated here as well.
- ③ If the pre-printed lines are not enough, use the supplementary lines.

The supplementary lines can also be used for express letters. The article no. is 016. Specify the number of express letters per weight-group (50, 250, 1000 or 2000 g).