



43 1001

Letter Shipment Domestic

BASIS FOR INVOICING/ DELIVERY NOTE

Mail del. code (if any)	Type	Reference no.
	43	

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

Fee of SEK 20 will be added in the filing with the physical basis for invoicing/delivery note.
 Basis for invoicing/delivery note is available at www.posten.se

Invoice text

The form will be scanned. Please use block letters!

		Article	Average weight per item, g	Total weight, (in kg)	No. of items	
1 st class Letter	Unsorted shipment, min 500 items	461				
	Sorted shipment Normal, min 5 000 items	464				
	Sorted shipment Low, min 5 000 items	469				
	Surcharges	Late booking	2003357	_____	_____	
		Bulky letters, 0-2 kg	2000690	_____	_____	
		Other ¹	483-4	_____	_____	
	Economy Letter	Unsorted shipment, min 500 items	484			
Sorted shipment Normal, min 5 000 items		490				
Sorted shipment Low, min 5 000 items		493				
Surcharges		Late booking	2003358	_____	_____	
		Bulky letters, 0-2 kg	2000693	_____	_____	
		Other ¹	499-4	_____	_____	
Supplementary Lines						

¹ Surcharges will be added for late posting 16.00-18.00 (mon-fri). Regardless of cause of additional fee, the same amount per item will apply.

Del 1 Posten's copy
 Del 2 Customer's copy



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	Surcharges	Late booking	2003357	_____	_____	
		Bulky letters, 0-2 kg	2000690	_____	_____	
		Other ¹	483-4	_____	_____	
Economy Letter	Unsorted shipment, min 500 items	484				
	Sorted shipment Normal, min 5 000 items	490				
	Sorted shipment Low, min 5 000 items	493				
	Surcharges	Late booking	2003358	_____	_____	
		Bulky letters, 0-2 kg	2000693	_____	_____	
		Other ¹	499-4	_____	_____	
Supplementary Lines						

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Del 1 Posten's copy
 Del 2 Customer's copy

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.

Shaded fields are for Posten's entries.
PLEASE USE BLOCK LETTERS!

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Person responsible for supplying information, name and tel.no.			Date of posting (year, month, day)		Customer's no.			
Payee's contact, name and tel. no.			Sender/Payee (name and address as on the items)		Order no.			
Sender (if other than payee)			Sender/Payee (name and address as on the items)		Order no.			
Bengt Persson 060-17 92 53			Frotte AB		851 01 Sundsvall			
Payee's contact, name and tel. no.			Box 123		851 01 Sundsvall			
Sender (if other than payee)			Box 123		851 01 Sundsvall			
Sender (if other than payee)			851 01 Sundsvall		851 01 Sundsvall			
Fee of SEK 20 will be added in the filing with the physical basis for invoicing/delivery note. Basis for invoicing/delivery note is available at www.posten.se								
Invoice text								
The form will be scanned. Please use block letters!								
1 st class Letter		Unsorted shipment, min 500 items		Article	Average weight per item, g (1)	Total weight, (in kg)	No. of items	
(2)		Sorted shipment Normal, min 5 000 items		464	450	15100		
		Sorted shipment Low, min 5 000 items		469				
		Surcharges		2003357				
Economy Letter		Late booking		2000690				
		Bulky letters, 0-2 kg		483-4				
		Other ¹		484				
		Unsorted shipment, min 500 items		484				
Supplementary Lines		Sorted shipment Normal, min 5 000 items		490				
		Sorted shipment Low, min 5 000 items		493				
		Surcharges		2003358				
		Late booking		2000693				
		Bulky letters, 0-2 kg		499-4				
		Other ¹						
		Unsorted shipment, min 500 items						
1 Surcharges will be added for late posting 16.00-18.00 (mon-fri). Regardless of cause of additional fee, the same amount per item will apply.								
Del 1 Posten's copy Del 2 Customer's copy								
BI 5500.16E (jan 10) Del 1. Arkiveringstid: Inaktuell handling kastas. Posten Meddelande AB. Organisationsnr: 556711-5695. Styrelsens säte: Solna								

① State the average weight per item based on the total number of items in the consignment.

② Areas for Sorted Shipment Low

100-147, 150-152	Stockholm mfl.
161-184, 186-195	Stockholm mfl.
200-240, 242	Malmö mfl.
244-260, 262-263, 266	Helsingborg mfl.
271, 274	Ystad mfl.
294, 296	Sölvesborg
300-312	Halmstad mfl.
331, 350-358	Växjö mfl.
370-376	Karlskrona mfl.
400-418	Göteborg
421-431, 433-439	Västra Frölunda mfl.
461, 475	Trollhättan mfl.
501-511, 513	Borås mfl.
515-516, 518-519	Dalsjöfors mfl.
532, 541-543	Skövde mfl.
550-555, 558, 564, 566	Jönköping mfl.
571-572, 574-575	Vetlanda mfl.
580-589, 591	Linköping mfl.
600-608, 616, 618-619	Norrköping mfl.
630-638, 645, 647	Eskilstuna mfl.
650-659	Karlstad mfl.
662-663, 665	Åmål mfl.
691, 700-710, 716	Örebro mfl.
719-725, 728	Västerås
740-743, 745-759	Uppsala mfl.
771, 780-781, 783-785	Borlänge mfl.
790-791, 793	Falun mfl.
800-808, 811, 818	Gävle mfl.
831-832, 834, 838-839	Östersund mfl.
850-860, 862	Sundsvall mfl.
900-908, 911, 913, 918	Umeå mfl.
930-932	Skellefteå mfl.