

## Domestic 1st Class Bulk Mail

Large quantities of mailpieces to recipients nationwide or to 18 select metropolitan areas. You can choose to drop off your mailings unsorted or presorted by ZIP code.

### This is how it works Contents

An unsorted bulk mail shipment must contain at least 500 mailpieces, and a sorted bulk mail shipment must contain at least 5,000 mailpieces from the same sender in the same format. The difference in weight between the heaviest and the lightest mailpiece may vary by no more than 30 grams.

#### Wrappers

Mailpieces should normally have a wrapper. A handling charge will be added for mailpieces without wrappers. See the Rates section. Wrappers include envelopes, bags, plastic, boxes, or machine seals (selfmailers/formseals). If you choose a plastic wrapper, it must be possible to write and stamp on the plastic. Catalogs, brochures, and publications that contain loose inserts must always have a wrapper.

*Exceptions from wrapper requirements:*

- Rectangular and square cards with a paper weight of at least 150 grams per square meter.
- Presorted shipments (at least 5000 pieces) that consist of catalogs and brochures (at least 8 pages) fastened with at least two staples in the spine or securely glued.
- Presorted shipments (at least 5,000 pieces) of selfmailers/formseals that are sealed on at least two sides.

#### Indicia

Items of mail should be marked "Sverige Porto-betalt (Port Payé Sverige)", with clear and complete sender details for one (1) Swedish sender (the name and postal address of the invoicee as per the packing slip). In addition to the sender details, the customer is entitled to provide one clear and complete Swedish return address on items of mail, which should be preceded by the word "Returadress".

Posten is not obliged to forward items of mail if the indicia conditions have not been met.

#### Drop-offs

##### *Unsorted Shipment*

You should place the letters in crates supplied by Posten, facing in the right direction. The shipment should always be dropped off together with a fully completed delivery note (electronic packing slip). Alternatively, a valid physical Posten packing slip may be used. The packing slip should always state the customer number, sender and consigner (if different to invoicee). An additional fee will be applied if consigned using Posten's current physical packing slip. The shipment must be dropped off at the nearest Business Centre or at Posten's designated consignment office no later than 16:00 (Mon–Fri). On payment of an additional fee, Posten can also accept shipments after 16:00 but before 18:00 (Mon–Fri) if arranged with the consignment office in question.

##### *Sorted shipment – Domestic and Metropolitan*

You should place the letters in crates supplied by Posten, facing in the right direction and sorted. The sorted shipment should be dropped off together with a fully completed delivery note (electronic packing slip). Alternatively, a valid physical Posten packing slip may be used. The packing slip should always state the customer number, sender and consigner (if different to invoicee). An additional fee will be applied if consigned using Posten's current physical packing slip. The shipment must be dropped off at Posten's designated consignment office no later than 16:00 (Mon–Fri). On payment of an additional fee, Posten can also accept shipments after 16:00 but before 18:00 (Mon–Fri) if arranged with the consignment office in question.

Posten's electronic and physical packing slips, along with sorting advice, can be found at [www.posten.se](http://www.posten.se)

#### Payment

You may pay for the shipment in cash when you drop it off or by invoice. If your company wants to pay by invoice, you can apply at a Posten's Business Mail Center, at Posten's Contact Center, or at [www.posten.se](http://www.posten.se).



**When to book a shipment**

- If the shipment contains more than 10,000 items
  - If the shipment contains more than 2,000 items which are thicker than 20 mm
  - If the shipment contains more than 2,000 items which are in C4 format or larger
- The shipment should be booked at [www.posten.se](http://www.posten.se) or by telephone on +46(0)20 23 22 20 no later than 17:00 on the business day (Mon-Fri) before the consignment day. If a consignment is not booked or is booked late, an additional fee will be applied per item. If the consigned volume differs to that booked, an additional fee will be applied per item for the difference (minimum 5,000 items).

*Example:*

Scheduled 80.000 mailings

Dropped off 50.000 mailings

For the difference, 30.000 mailings, a surcharge of  $0.25 \times 30.000 = \text{SEK } 7.500$  excl. VAT will be added.

**Metropolitan areas**

Stockholm (10-19), Malmö (20-26), Halmstad (30), Växjö (35), Gothenburg (40-44), Borås (50), Jönköping (55), Linköping (58), Norrköping (60), Eskilstuna (63), Karlstad (65), Örebro (70), Västerås (72), Uppsala (75), Gävle (80), Sundsvall (85), Umeå (90), and Luleå (97).

**Rate Domestic 1st Class Bulk Mail Unsorted**

Quantity	SEK/piece	SEK/kg	lowest rate
500-	3.77	22.55	3.99

**Domestic 1st Class Bulk Mail National Sorted**

Quantity	SEK/piece	SEK/kg	lowest rate
5 000–10 000	3.45	20.30	3.65
10 001–25 000	3.43	20.02	3.63
25 001–50 000	3.41	19.74	3.61
50 001–75 000	3.39	19.46	3.58
75 001–	3.37	19.18	3.56

**Domestic 1st Class Bulk Mail Metropolitan Sorted**

Quantity	SEK/piece	SEK/kg	lowest rate
5 000–10 000	3.05	20.30	3.25
10 001–25 000	3.03	20.02	3.23
25 001–50 000	3.01	19.74	3.21
50 001–75 000	2.99	19.46	3.18
75 001–	2.97	19.18	3.16

Mailpieces that are wider than 250 mm and/or thicker than 30 mm are counted as nonletter-size mail.

Surcharges	Nonletter-size piece:	SEK 8.80 per item
	Late drop-off (16:00–18:00, Mon–Fri):	25 öre per item
	Booking fee:	25 öre per item
	Physical packing slip:	SEK 10.00 each

A handling charge of 25 öre applies to every mailing without a wrapper or to mailings that are not rectangular, square, or cylindrical.

*All rates exclude VAT.*

**Minimum and maximum dimensions**

Length max 600 mm and at least 140 mm.  
 Width at least 90 mm.  
 Length + thickness + width together may be max 900 mm.

*Roll dimensions*

Length max 900 mm and at least 100 mm.  
 Length + twice the diameter together may be max 1.040 mm and min 170 mm.

**Maximum weight**

The maximum weight is 2 kg per piece.

**Distribution Requirements**

1st Class Mail is delivered on the first weekday (Mon–Fri) after the drop-off day. The transit period can be prolonged if the shipment is dropped off too late, not scheduled, or if the volume that you drop off exceeds the scheduled volume by more than 10% (at least 5,000 mailings).

**General Terms Requirements**

The terms and conditions for this service apply as from the date of publication until a new version is published, which may occur without prior notification. Posten's General Customer Terms and Conditions (PAV) also apply. PAV and terms and conditions applying to the service are published on [www.posten.se](http://www.posten.se) and can be ordered from Posten's Customer Services. Written contracts (including invoice agreements) between clients and Posten are instead governed by Posten's General Terms and Conditions for Businesses and Organizations (PAKN) along with any special terms and conditions applying to the services.

**Customer Service**

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 You will also find information at [www.posten.se](http://www.posten.se).