

FRANKING SERVICE

Sorting instructions

When sorting (for packing, see *Packing procedures*), large and small items need to be separated.

SMALL ENVELOPES

E6, C6, S65, E65, E5, Ec5, C5

Minimum dimensions: 90 mm x 140 mm

Recommended maximum thickness: 6 mm

Recommended maximum weight: 50 g

LARGE ENVELOPES

S5, EC45, E4, C4, S4, B4

Maximum dimensions: 250 x 140 mm

Recommended maximum thickness: 20 mm

Recommended maximum weight: 1,000

All envelopes should be sealed and labelled with a "Porto Betalt" box. (You can download templates for this from posten.se) The envelope should also display clear details of the sender in Swedish in the top left corner of the front or back of the envelope.

Items handed in for the Franking Service should be separated and placed in Posten's blue crates (supplied by Posten).

SEPARATE INTO

- First Class Mail: A mail
- Economy Mail: B mail
- Non-Profit Mail: B mail
- International First Class Mail
- First Class Mail with additional services
Registered Mail, Valuables, Express, Cash on Delivery

Economy Mail

Stamp or write a "B" to the left of the postage box.

International First Class Mail

Use a "Prioritaire A" (blue) or "Economique B" (green) label.

For larger volumes (several crates), it is recommended that mail is also separated by format in the following way:

- C5 and smaller
- Larger than C5
- "Bulky items": items thicker than 25 mm.

The scorecard, which is supplied by Posten, should be placed on the top bundle(s) (in the crates).

Letters in C5 format or smaller

The items should be packed, carefully sorted, in an upright layer with the addresses (including items placed transversely) facing the same direction. There is an arrow on the edge of the crate. Place the mail so that the reverse sides are facing in the direction of the arrow.

Large letters (C4)

The items should be placed in the crate with the addresses facing upwards and always in the same direction. For the Franking Service, items should also be: Separated according to format and divided up into Domestic First Class Mail, Economy Mail, Non-Profit Mail, International Mail and Registered Mail, Valuables, etc.

PACKING PROCEDURES AND SEPARATION BY FORMAT

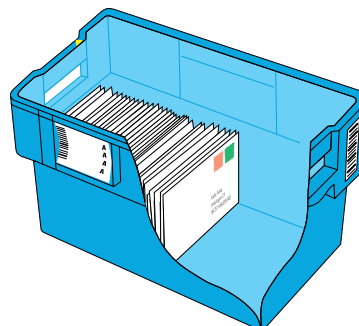
Separation by format

Items handed in should be separated and placed in Posten's blue crates. Separate into:

- First Class Mail
- Economy Mail
- Non-Profit Mail
- International First Class Mail
- First Class Mail with additional services Registered Mail, Valuables, Express, Cash on Delivery

Economy Mail should have a "B" stamped to the left of the postage box.

International First Class Mail should be marked with a "Prioritaire A" (blue) or "Economique B" (green) label..



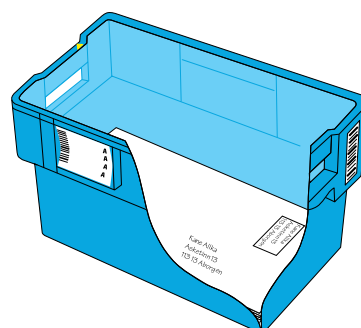
Packing procedures

Letters in C5 format or smaller

The items should be packed, carefully sorted, in an upright layer with the addresses (including items placed transversely) facing the same direction. There is an arrow on the edge of the crate. Place the mail so that the reverse sides are facing in the direction of the arrow.

Large letters (C4)

The items should be placed in the crate with the addresses facing upwards and in the same direction.



CUSTOMER SERVICE

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