posti

Price List for Cash Services

February 15, 2016

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Price List for Cash Services

This price list for Letter Mail, Parcel and Mail Redirection Services will be effective from 15th February 2016 until further notice.

This price list applies to customers paying cash for services at Posti outlets. The domestic prices shown in the price list apply to items sent to addresses within Finland by Posti. Posti offers its services throughout Finland, with the exception of the Åland Islands.

The pricing of letter items is based on processability and weight. In domestic parcel services, pricing is based on the weight of the item. In international transport, pricing is based on the weight of the item and the destination country.

This price list includes the postage fees for domestic and international transport items, and the conditions concerning the size, weight and shape of items.

Posti Ltd reserves the right to revise the prices and pricing basis. The right to revise prices also applies to changes to service charges and additional fees, and the implementation of new charges or additional fees. Changes will be announced no later than a month before they take effect. More detailed information about the services is available at www.posti.fi. More detailed information on delivery times, delivery and compensation for losses is provided in the terms of delivery.

Value added tax

Posti's universal services that are paid for by postage stamps or cash at Posti outlets are VAT exempt. These services include: First-class and second-class letters, postal parcels up to 10 kg, insured items and the additional services of registration and letter with advice of delivery. Also the Cash on Delivery additional service is exclusive of value added tax. Other services are subject to value added tax and their prices include the currently valid VAT. However, items sent to addresses outside the European Union are subject to 0% VAT.

The Availability of Tariffs and Rates

Tariffs and Rates are available at Postal outlets. The General Delivery Terms for cash customers are available at www.posti.fi. Upon request, the General Terms of Delivery are also available on paper..

Further Information

Further information is available on the Internet at www.posti.fi.

Letter

Send a letter when you want to communicate, touch someone and convey a powerful message.
You can choose between two delivery speeds.

Max. weight g	1st Class EUR	2nd Class EUR
50	**1.20**	**1.10**
100	**1.80**	**1.60**
250	**2.40**	**2.20**
500	**4.80**	**4.40**
1,000	**7.20**	**6.60**
2,000	**12.00**	**11.00**

- Maximum weight: 2kg
- Maximum size: 25 x 35.3 x 3cm (width x length x thickness)
- Minimum size: 9 x 14cm
- Postcard: Dimensions and price of an 50g Letter

If any of the letter's dimensions exceed the maximum size, the item will be priced as a parcel.

Postage Stamp / No Value Indicator Stamp

No Value Indicator Stamps refer to stamps whose sales price and denomination correspond to the postage for domestic 1st or 2nd Class letters valid at the time, and which weigh a maximum of 50g.

- 1st Class No Value Indicator Stamp value **EUR 1.20**
- 2nd Class No Value Indicator Stamp value **EUR 1.10**

No Value Indicator Stamps can also be used to pay for other postal items.

Additional Services

	1st Class Letter	2nd Class Letter	Express Letter	Insured Item
Cash-On-Delivery (COD)	x	x		x
Registration		x		
Advice of Delivery		x		
Handing over to the receiver personally				x
Handing over to the receiver personally **is only offered for items** for which the additional service of registration or advice of delivery is purchased.		x		
Saturday Delivery			x	

Cash-On-Delivery (COD)

Use cash on delivery when you want to make sure that the receiver pays for the item before receiving it.

- **EUR 4.30** *

*) The bank will charge a fee for the use of the account, based on the account terms stipulated by the bank.

The maximum COD amount is EUR 8,400.

Senders are responsible for providing the full and accurate IBAN (International Bank Account Number) and BIC (Bank Identifier Code) for a bank operating in Finland. The reference used can be a national bank reference number.

Registration

Use the additional service of registration when you want to be able to track your item and get a receipt for mailing it. A Registered letter is handed over to the recipient or a person authorized by the recipient in exchange for a signature.

- **EUR 6.50**

Advice of Delivery

A letter with advice of delivery is similar to a registered letter, but it also includes a receipt that verifies that item has been delivered to the recipient.

- **EUR 9.60**

Handing over to the receiver personally

You can also specify that the item will only be handed over to the person named as the recipient. In that case, the item will not be handed over to a proxy.

- **EUR 1.30**

The 2nd class All-in-One Envelopes

Envelope sizes available

- C5 (16.2 x 22.9cm)
- C5 (16.2 x 22.9cm) with large window panel
- E5 (15.6 x 22.0cm) with window panel
- C4 (22.9 x 32.4cm)

- Sizes C5 and E5 **EUR 35.00 /set** (20 pcs)
- Size C4 **EUR 65.00 /set** (20 pcs)

When sending All-in-One envelopes on the basis of COD (cash-on-delivery) or either as a registered letter or as a letter with advice of delivery, the charge collected equals the valid additional service price.

- Maximum weight: 500g
- Maximum thickness: 3cm

For domestic service only. The transportation charge is exclusive of tax and the envelope charge includes value added tax.

Express Letter

An Express letter is the fastest way to get a message to the recipient. Express letters can be tracked from the moment they are sent to the time they are received.

Max. weight g	EUR
250	**7.20**
2,000	**14.00**

- Maximum weight: 2kg
- Maximum size: 25 x 35.3 x 3cm
- Minimum size: 9 x 14cm

Saturday Delivery

Want an Express letter delivered on a Saturday? Saturday delivery is now available as an additional service.

- **EUR 5.90**

Insured Item

Money, securities, jewelry and other valuables can only be sent as Insured items. Separate secure handling will secure the item and the insurance will compensate for any damage up to the insured value.

Max. weight	Insured value EUR 1–5,000 EUR
250g	**17.00**
10kg	**25.00**

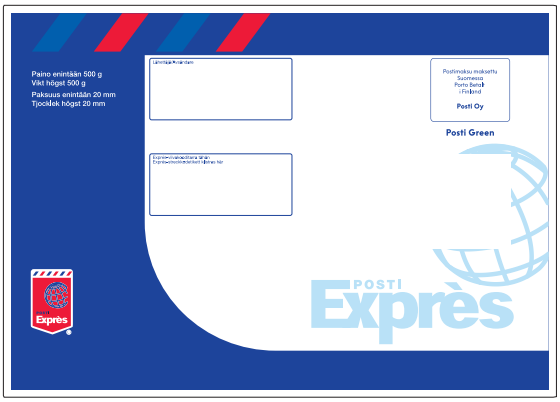
The price includes handling the item as a fragile item if necessary.
A special "Helposti särkyvä" (fragile) label, available at Postal outlets, must be affixed to fragile items.

- Maximum size: 100 x 60 x 60cm

Pre-Paid Express Mail Envelope

- **EUR 8.80 /pcs**
- **EUR 176.00 /set** (20 pcs)
- Price inclusive of cardboard envelope and postage.
- Envelope dimensions: 25 x 35cm
- Maximum thickness: 2cm
- Maximum weight: 500g

Attach the Exprès barcode label to Pre-Paid Express Mail Envelopes.
Value Added Tax (VAT) is included.



Relocation and Holiday Forwarding Services

Relocation services allow you to control the delivery of your day mail. When you use the holiday forwarding service, you can decide where and how you want your mail delivered. You can also have Posti hold your mail during your holiday.

Change of Address

Submit your notification of a Change of address before your permanent address changes. This ensures that your mail will be delivered to the right address from the first day.

- Within Finland, letter items and universal service parcels (postal parcel products) will be forwarded to the new address based on the Change of address notification. The Change of address notification is free of charge. For Change of address notifications stating a new address outside Finland, the forwarding service applies to regular first and second class letter items up to 50 grams in weight.
- Magazines and addressed direct marketing items are only forwarded for customers who have ordered the Move Mail Service.

Move Mail Service

The Move Mail Service offered in conjunction with a Change of address notification ensures that your mail will be comprehensively and quickly forwarded to the right address.

- Home-delivery parcels and contract parcels sent by businesses (such as Economy 16 parcels) are not included in the service.
- For addresses outside Finland, the service applies to regular first and second class letter items up to 250 grams in weight.

Original ordering channel	EUR / 12 months
Online service	**27.50**
Form or telephone service	**36.80**

Fixed-term forwarding of mail items

When you order the fixed-term forwarding service, your mail will be delivered where you want it and for as long as you need.

- Min. of 1 week
- For addresses outside Finland, the service applies to regular first and second class letter items up to 250 grams in weight.

Original ordering channel	EUR / 1 week – 2 months
Online service	**20.70**
Form or telephone service	**29.90**
Following months and part months / month	**7.00**

E.g. a 3-month-period ordered via the Internet EUR 20.70 + EUR 7.00 = EUR 27.70, please note, no one-month price of EUR 7.00 available.
E.g. a 3-month-period ordered using a form or the telephone service EUR 29.90+ EUR 7.00 = EUR 36.90.

Delivery interruption

Make sure your mail is held safely by requesting the Delivery interruption service. We will hold your mail for you to pick up after the agreed time.

- Min. of 1 week

Original ordering channel	EUR / 7 – 14 days
Online service	**12.40**
Form or telephone service	**20.40**

Original ordering channel	EUR / 2 weeks – 2 months
Online service	**20.70**
Form or telephone service	**29.90**

Nearby Mailbox Services

Nearby Mailbox at Home services let you have your mail delivered where you want it. As part of the Nearby Mailbox service, mail is delivered to a mail slot or mailbox other than that specified in the delivery plan.

Establishment charge

- An establishment charge is payable for setting up the Nearby Mailbox service. The amount is determined by the method you use to request a proposal.
- The establishment charge is not refundable on cancellation or termination of the service if the provision of the service has already begun with the customer's consent.

Ordering channel	EUR
Online service	**10.00**
Telephone service	**15.00**

Nearby Mailbox at Home

With the Nearby Mailbox at Home service, you get to decide where your mailbox is located at your home address. The Nearby Mailbox service allows you to have your day mail delivered closer to you.

- The total cost of the service is made up of the establishment charge and an annual fee determined in accordance with the total distance of the deviation from the standard delivery route. The mailbox can be located on a delivery route with a maximum return diversion of 10 meters or a total return deviation of 2 kilometers.

Diversion (in meters)	EUR/year
0 – 10 Mailbox located along standard delivery route	**138.00**
11 – 50	**167.00**
51 – 100	**242.50**
101 – 150	**306.00**
151 – 200	**381.00**
201 – 300	**457.50**
301 – 500	**610.50**
501 – 1,000	**916.00**
1,001 – 2,000	**1,296.00**

Nearby Mailbox at a Summer Home

With the Nearby Mailbox at a Summer Home service, you get to decide where your mailbox is located at your summer home.

- The service is always agreed on for a fixed period of at least one week and no longer than six months.
- The delivery service to a holiday home is **free of charge** and a separate agreement is not required provided that the mailbox is located within the group of mailboxes of permanent residents.
- The minimum charge is one month's fee and the establishment charge.
- The mailbox can be located on a delivery route (with a maximum return deviation of 10 meters) or a total return deviation of 2 kilometers.
- Please note that this service is only for specifying where the mailbox is located. When you wish to have your day mail delivered to your holiday address, place an order for the fixed-term mail forwarding service.

Diversion (in meters)	EUR/1st month	EUR/each additional month
0 – 10 Mailbox located along standard delivery route	**14.00**	**15.00**
11 – 100	**26.00**	**22.00**
101 –,500	**60.00**	**55.00**
501 – 1,000	**89.00**	**80.00**
1,001 – 2,000	**128.00**	**113.00**

Publication Home Delivery Services

Early-morning Delivery to Home is a service that allows you to have the morning newspaper delivered conveniently to your front door instead of a streetside mailbox.

- The service covers the early-morning delivery of publications to the mail slot or mailbox specified by the customer. The delivery location differs from the delivery location included in the price of the publication. The service is valid until further notice or for a fixed term.
- The price is made up of establishment costs and the diversion from the early-morning delivery route caused by the Early-morning Delivery to Home service.
- Service prices are inclusive of the currently valid VAT.

Diversion (in meters) in one direction	Prices of services valid until further notice	Prices of fixed-term services	
	EUR/year	EUR/1st month	EUR/ each additional month
Diversion of 0–25 meters	**124.74**	**10.40**	**10.40**
Diversion of 26–50 meters	**207.90**	**17.33**	**17.33**
Diversion of 51–75 meters	**304.92**	**25.41**	**25.41**
Diversion of 76–100 meters	**415.80**	**34.65**	**34.65**

Early-morning Delivery to Home for housing companies

The price is made up of establishment costs and an annual fee calculated on the basis of the total number of apartments. In housing companies where delivery to a mail slot or apartment-specific individual mailbox is possible, the service is priced according to the number of apartments in the company. There must be at least four apartments in the housing company. The service always covers all of the apartments of the housing company.
Service prices are inclusive of the currently valid VAT.

- **EUR 8.53** + VAT / month / apartment (EUR 102.31/year). The minimum invoiced amount is four apartments.

Parcels from a Postal Outlet

A Postal Parcel can be sent from anywhere to any destination within Finland. You can choose a parcel pickup point for the recipient's convenience.

POSTAL PARCEL, to be collected at the postal outlet or parcel terminal			
Max. weight kg	Incl. VAT EUR	Excl. VAT EUR	To Åland EUR
2		8.10	10.00
5		9.60	11.90
10		10.80	13.40
15	**14.40**	11.61	14.40
35	**20.30**	16.37	20.30

Parcel to the Doorstep parcels are delivered to the recipient's doorstep at a time agreed with the recipient.

PARCEL TO THE DOORSTEP, to the recipient's doorstep			
Max. weight kg	Incl. VAT EUR	Excl. VAT EUR	To Åland EUR
2	**19.80**	15.97	19.80
5	**20.90**	16.85	20.90
10	**21.90**	17.66	21.90
15	**22.90**	18.47	22.90
35	**27.90**	22.50	27.90

- Maximum weight: 35kg
- Maximum size: 100 x 60 x 60cm
- Minimum size: 25 x 15 x 3cm

Additional Services

	Postal Parcel	Parcel to the Doorstep
Cash-On-Delivery (COD)	x	
Fragile	x	x
Large Parcel		x

Cash-On-Delivery (COD)

Use cash on delivery when you want to make sure that the receiver pays for the item before receiving it.

- **EUR 4.30**

Fragile

Sending glassware or other fragile items? Fragile is an additional service that ensures that your parcel will be handled as gently as possible. Nevertheless, make sure you pack fragile items appropriately.

- **EUR 7.40**

Large Parcel

Large items are delivered to the recipient's doorstep at a time agreed with the recipient.

- **EUR 13.60**
- Maximum size 150 x 80 x 60cm, or 300 x 30 x 30cm for long parcels.
- The price includes handling as a fragile item if necessary.

Parcels as Self Service or from a Parcel Terminal

Posti parcel terminals are an easy way to send and receive parcels. At a parcel terminal, you can send a parcel to another terminal in Finland or to an address in Estonia, or to any Posti outlet in Finland. Payment can be made conveniently with a chip card.

Using self service, you can pack the item at home, pay in your online bank, and leave the item at a postal outlet. Your nearest postal outlet may already have a self service desk where you can print the necessary information, attach it to the item, and pay for the dispatch with a chip card.

	Picked up from a postal outlet or a parcel terminal	
Parcel size	As self service or from a parcel terminal to Finnish addresses EUR	From a parcel terminal to Estonia EUR
S	**7.10**	**11.60**
M	**8.10**	**13.80**
L	**10.30**	**14.80**
XL	**12.30**	**15.80**

- Maximum weight: 35kg

The price of a postal parcel includes value added tax when the weight of the parcel exceeds 10kg. Value added tax does not affect the price paid by the customer.

Home Delivery / Pickup and Delivery Transports

No. of parcels	Incl. VAT EUR	Excl. VAT EUR
1 – 5 individual parcels	**11.00**	**8.87**
6 – 10 individual parcels	**19.00**	**15.32**

- Home deliveries for consumers from the Customer Service, tel. 0200 71000 (local network charge /mobile charge).

Postal code specific delivery times and item tracking data are available at www.posti.fi or our Customer Service, tel. 0200 71000 (consumers) and 0200 77000 (businesses) (local network charge / mobile charge).

Priority and Economy Letter

An international letter lets you convey a powerful message and finds it destination anywhere.
You can choose between two speeds.

Max. weight g	Europe Priority EUR	Europe Economy EUR	Other countries Priority EUR	Other countries Economy EUR
20	**1.30**	**1.20**	**1.30**	**1.20**
50	**1.90**	**1.70**	**2.80**	**2.00**
100	**2.60**	**2.40**	**6.20**	**2.90**
250	**4.10**	**3.70**	**10.00**	**5.20**
500	**6.80**	**5.80**	**17.00**	**9.00**
1,000	**13.00**	**10.50**	**29.00**	**13.50**
2,000	**23.00**	**21.00**	**52.00**	**27.00**

- Maximum weight: 2kg
- Maximum size: 25 x 35.3 x 2cm (width x length x thickness)
- Minimum size: 9 x 14cm
- Postcard: Dimensions and price of an 20g Letter

If any of the letter's dimensions exceed the maximum size, the letter will be priced as a Maxi Letter.

Priority and Economy Maxi Letter

Max. weight g	Europe Priority EUR	Europe Economy EUR	Other countries Priority EUR	Other countries Economy EUR
250	**8.50**	**6.70**	**12.50**	**10.30**
500	**13.40**	**10.80**	**22.60**	**15.40**
1,000	**19.00**	**17.00**	**37.00**	**24.70**
1,500	**27.80**	**24.70**	**50.40**	**32.90**
2,000	**38.00**	**31.90**	**69.90**	**43.70**

- Maximum weight: 2kg
- Maximum size: length + width + thickness combined 90cm, maximum length 60cm
  – In roll form: length + double diameter combined 104cm, maximum length 90cm
- Minimum size: any width, length or thickness dimensions exceeding 25 x 35.3 x 2cm
  – In roll form: length + double diameter combined 17cm, minimum length 10cm

Additional Services

Additional services are only available for Priority letters. Also note country-specific restrictions.

Registration

Register your letter when you want to be able to track your item and get a receipt for mailing it. A Registered letter is handed over to the recipient or a person authorized by the recipient in exchange for a signature.

- **EUR 9.30**

Postal Insurance (Insured value EUR 1–5,000)

Money, securities, jewelry and other valuables can only be sent with the Postal Insurance additional service. In Finland, Insured items are processed using special secure handling. In destination countries, they are handled according to the practices used in the country in question. Insurance will compensate for any damage up to the insured value. Check the availability of the service under country information at www.posti.fi.

- **EUR 24.00**

Advice of Delivery

You can add advice of delivery to both Registered and Insured letters. You will be issued with a receipt of the item having been handed over to the recipient (letter with advice of delivery), and there are no target country-specific limitations.
Insured letters are only shipped to countries that are members of the service.

- **EUR 4.70**

Express Letter (Exprès)

An Express Letter is a fast way to get a message to the recipient. In many countries, express letters are delivered in a separate express delivery, which means you can track the item from the moment it is sent to the time it is received.

Max. weight g	Europe EUR	Other countries EUR
250	**13.00**	**16.00**
500	**17.50**	**29.00**
1,000	**25.00**	**43.00**
1,500	**35.00**	**59.00**
2,000	**45.50**	**77.00**

- Maximum weight: 2kg
- Maximum size: length + width + thickness combined 90cm, maximum length 60cm
  – In roll form: length + double diameter combined 104cm, maximum length 90cm
- Minimum size: 9 x 14cm
  – In roll form: length + double diameter combined 17cm, minimum length 10cm

Check the availability of the service under country information at www.posti.fi

Pre-Paid Exprès Envelope

- **EUR 14.00 /pcs**
- **EUR 140.00 /set** (10 pcs)
- Price inclusive of cardboard envelope and postage.
- To all countries, no zone restrictions.
- Envelope dimensions: 25 x 35cm
- Maximum thickness: 2cm
- Maximum weight: 500g

Attach the Exprès barcode label to Pre-Paid Express Mail Envelopes.

Letter Mail Tariff Zones

EUROPE:

– EU Countries

Austria	France	Italy	Portugal (incl. the
Belgium	Germany	Latvia	Azores and Madeira)
Bulgaria	Great Britain and	Lithuania	Romania
Croatia	Northern Ireland (incl.	Luxembourg	Slovakia
Cyprus	the Isle of Man)	Malta	Slovenia
Czech Republic	Greece	Monaco	Spain
Denmark	Hungary	Netherlands	Sweden
Estonia	Ireland	Poland	

– Special Regions Outside the EU's VAT and Excise Tax Zone

- Agion Oros [Mount Athos] (Greece)
- Büsingen area (Germany)
- Campione d'Italia, the national water area of Lago di Lugano (Lugano Lake) and the waterfront between Ponte Tresa and Porto Ceresio, the Livigno Valley (Italy)
- Ceuta and Melilla (Spain)
- French overseas departments Guadeloupe, Martinique, French Guyana and Réunion
- Helgoland Island (Germany)
- Province of Åland (Finland) [domestic tariffs and rates]
- The Canary Islands (Spain)
- The Channel Islands [Jersey, Guernsey, Alderney and Sark] (UK)

– Tariff Zone Europe also Includes

Albania	Greenland	Moldova	San Marino
Andorra	Iceland	Montenegro	Serbia
Belarus	Kosovo	Norway	Switzerland
Bosnia and Herzegovina	Liechtenstein	Russia	Turkey
Faeroe Islands	Macedonia	Saint-Pierre and	Ukraine
Gibraltar	Mayotte (France)	Miquelon (France)	Vatican

OTHER COUNTRIES

All countries not stated above belong to the Tariff Zone, Other Countries.

International Reply Coupon

An International Reply Coupon allows you to pay the cost of postage for a reply on the recipient's behalf.

- Selling price **EUR 2.30**

Reply Mail Coupons purchased in Finland will be redeemed in all countries and they will be exchanged for stamps or postal stationery equivalent to the postage fee of the lowest weight category of international letter mail.

The period of validity is printed on the reply coupon.

A reply coupon presented for exchange in Finland will be exchanged for stamps to the value of **1.30 euros**.

Postal Parcel International (Priority)

An international postal parcel is always inexpensive and reliable.
You can send one almost anywhere in the world.

	Tariff Zone					
	1		2		3	4
Max. weight kg	Incl. VAT EUR	Excl. VAT EUR	Incl. VAT EUR	Excl. VAT EUR	EUR	EUR
2		21.80		27.00	37.00	38.00
5		25.00		35.00	49.00	50.00
10		30.80		46.30	68.00	78.00
15	**47.00**	37.90	**72.00**	58.06	90.00	107.00
30	**70.00**	56.45	**115.00**	92.74	148.00	192.00

Postal Express Parcel International (EMS)

An international Express parcel is the fastest route to the world.
It can be sent to more than 180 countries.

	Tariff Zone					
	1		2		3	4
Max. weight kg	Incl. VAT EUR	Excl. VAT EUR	Incl. VAT EUR	Excl. VAT EUR	EUR	EUR
DocPack, documents max. 500g	**47.00**	37.90	**51.00**	41.13	47.00	51.00
2	**53.00**	42.74	**62.00**	50.00	72.00	90.00
5	**67.00**	54.03	**82.00**	66.13	93.00	134.00
10	**82.00**	66.13	**108.00**	87.10	123.00	206.00
15	**103.00**	83.06	**134.00**	108.06	154.00	308.00
30	**164.00**	132.26	**206.00**	166.13	259.00	400.00

International Express Parcel shipments are transported to the recipient through the fastest available connection.
The service includes insurance up to **1,680 euros** against damage and loss.

Common Features of Parcels

- All customs duties and taxes of the receiving country are paid by the recipient. If the recipient declines to pay and a Priority item is returned from outside the EU, the charges incurred will be collected from the original sender.
- Item tracking data, country-specific delivery times, and information on the related rules and regulations (e.g. content) are available at www.posti.fi or our Customer Service.
- **IMPORTANT**: The consignee phone number and e-mail address on address label have a vital role when reaching the consignee in destination country. Please always mark them, if possible.
- Post office box addresses cannot be used.

Dimensions

- Minimum size: 18 x 27 x 3cm
- Maximum weight: 30kg/parcel
- Maximum size: Postal Parcel International: length 200cm, length + girth 300cm
  Postal Express Parcel International: length 150cm, length + girth 300cm

In addition to maximum dimensions and weights, remember to note country-specific restrictions.

The tariff zone list is on page 16.

Appended Documents

- No appended documents are required for items delivered within the EU.
- Appended documents for customs clearance are required for goods delivered outside the EU. If the country of destination requires more than one customs declaration, the missing number of customs declarations (CN 23) must be completed.
- A commercial invoice or pro forma invoice is required for goods sent for commercial purposes.
- For information on any necessary appended documents and the related rules and regulations, please contact our Customer Service.

Limitations on Contents

- The contents must be airworthy.
- Please check country-specific limitations and regulations on the transport of dangerous substances and other restricted items at our Customer Service.

Tariff Zones

Afghanistan	4
Albania	3
Algeria	3
Andorra	3
Angola	4
Anguilla (GB)	4
Antigua and Barbuda	4
Argentina	4
Armenia	4
Aruba (NL)	4
Ascension	4
Australia	4
Austria	2
Azerbaijan	4
Bahamas	4
Bahrain	4
Bangladesh	4
Barbados	4
Belarus	3
Belgium	1
Belize	4
Benin	4
Bermuda (GB)	4
Bhutan	4
Bolivia	4
Bosnia and Herzegovina	3
Botswana	4
Brazil	4
Brunei Darussalam	4
Bulgaria	2
Burkina Faso	4
Burundi	4
Cambodia	4
Cameroon	4
Canada	3
Canary Islands (ES)	3
Cap Verde	4
Cayman Islands (GB)	4
Central African Republic	4
Chad	4
Chile	4
China, People's Republic	4
Colombia	4
Comoro Islands	4
Congo	4
Congo, Dem. Republic	4
Cook Islands (NZ)	4
Costa Rica	4
Croatia	2
Cuba	4
Cyprus	2
Czech Republic	2
Denmark	1
Djibouti	4
Dominica	4
Dominican Republic	4
East Timor	4
Ecuador	4
Egypt	3
El Salvador	4
Equatorial Guinea	4
Eritrea	4
Estonia	1
Ethiopia	4
Faeroe Islands (DK)	3
Falkland Islands (GB)	4
Fiji	4
France	2
French Guiana (FR)	4
French Polynesia (FR)	4
Gabon	4
Gambia	4
Georgia	4
Germany	1
Ghana	4
Gibraltar (GB)	3
Great Britain	2
Greece	2
Greenland (DK)	3
Grenada	4
Guadeloupe (FR)	4
Guam (US)	4
Guatemala	4
Guernsey (GB)	3
Guinea	4
Guinea-Bissau	4
Guyana	4
Haiti	4
Honduras	4
Hong Kong (CN)	4
Hungary	2
Iceland	3
India	4
Indonesia	4
Iraq	3
Iran	3
Ireland	2
Isle of Man	3
Israel	3
Italy	2
Ivory Coast	4
Jamaica	4
Japan	4
Jersey (GB)	3
Jordan	3
Kazakhstan	4
Kenya	4
Kirghizia	4
Kiribati	4
Korea, Dem. Republic	4
Korea, Republic	4
Kosovo	3
Kuwait	3
Laos	4
Latvia	1
Lebanon	3
Lesotho	4
Liberia	4
Libya	3
Liechtenstein	3
Lithuania	1
Luxembourg	1
Macao (CN)	4
Macedonia	3
Madagascar	4
Malawi	4
Malaysia	4
Maldives	4
Mali	4
Malta	2
Marshall Islands (US)	4
Martinique (FR)	4
Mauritania	4
Mauritius	4
Mayotte (FR)	4
Mexico	4
Micronesia	4
Moldova	3
Monaco	2
Mongolia	4
Montenegro	3
Montserrat (GB)	4
Morocco	3
Mozambique	4
Myanmar	4
Namibia	4
Nauru	4
Nepal	4
Netherlands	1
Netherlands Antilles (NL)	4
New Caledonia (FR)	4
New Zealand	4
Nicaragua	4
Niger	4
Nigeria	4
Niue (NZ)	4
Norway	3
Oman	4
Pakistan	4
Palau	4
Panama	4
Papua New Guinea	4
Paraguay	4
Peru	4
Philippines	4
Pitcairn Islands (GB)	4
Poland	2
Portugal	2
Puerto Rico (US)	4
Qatar	4
Réunion (FR)	4
Romania	2
Russia	3
Rwanda	4
Saint Barthélemy	4
Saint Christopher and Nevis	4
Saint Helena (GB)	4
Saint Lucia	4
Saint Martin	4
Saint Vincent and Grenadines	4
Saint-Pierre and Miquelon (FR)	4
Samoa (Western Samoa)	4
San Marino	3
São Tomé and Principe	4
Saudi Arabia	3
Senegal	4
Serbia	3
Seychelles	4
Sierra Leone	4
Singapore	4
Slovakia	2
Slovenia	2
Solomon Islands	4
Somalia	4
South Africa	4
Spain	2
Sri Lanka	4
Sudan	4
Suriname	4
Swaziland	4
Sweden	1
Switzerland	3
Syria	3
Tadzhikistan	4
Taiwan	4
Tanzania	4
Thailand	4
Togo	4
Tokelau (NZ)	4
Tonga	4
Trinidad and Tobago	4
Tristan da Cunha (GB)	4
Tunisia	3
Turkey	3
Turkmenistan	4
Turks and Caicos Islands (GB)	4
Tuvalu	4
Uganda	4
Ukraine	3
United Arab Emirates	3
United States	3
Uruguay	4
Uzbekistan	4
Vanuatu	4
Vatican	3
Venezuela	4
Vietnam	4
Virgin Islands (GB)	4
Virgin Islands (US)	4
Wallis and Futuna (FR)	4
Yemen	4
Zambia	4
Zimbabwe	4

Calculating Prices for Mailing Batches at Postal Outlets

Postal outlets can calculate the price of the mailing batch on behalf of the cash customer.
Calculating prices for mailing batches are based on the valid rates quoted in this Price List for Cash Services. A service fee is collected for this, in addition to postage fees. The service fees are graded according to the number of items to be priced.

Pricing of letter and/or parcel shipments to be priced		
The number of shipped items	Incl. VAT EUR	Excl. VAT EUR
1–9 items	**0.00**	0.00
More than 10 items	**6.95**	5.60
More than 20 items	**11.55**	9.31
More than 30 items	**17.25**	13.91
More than 50 items	**23.05**	18.59
Pricing work, 30 minutes	**31.00**	25.00

Modifications to Information on an Item or Invoice Already Sent

At sender's request

- Altering the addressee's name / address
- Altering the COD amount
- Altering the account number (for domestic service only)
- Requesting the item's withdrawal
- Altering a term of delivery (cancelling / adding delivery to addressee in person)
- For doorstep delivery of an item originally to be collected at postal outlet (for domestic service only)
- For enabling the recipient to check item contents prior to handing over from postal outlet (domestic parcel service only)
- Prolonged storage time for parcels up to 14 calendar days (for domestic parcel service only)
- Modification of customer data on invoice

  - **EUR 16.14 /modification** (excl. VAT EUR 13.02).

For domestic requests for alterations, the customer will be notified of whether the service has been successfully executed.

Charges for Other Tasks

- Agreed investigation service.
- Unnecessary investigation.
- Additional services at the acceptance office.
- Other extra tasks.
- For extra waiting time during pick-up or delivery.
- For failed pick-up or delivery attempt made on the basis of order.

  - **EUR 62.00 /hour** (excl. VAT EUR 50.00) or **EUR 12.00 /item** (excl. VAT EUR 9.68).

Copy of Dispatch Document or Invoicing Document

- To be invoiced from the person requesting the copy.

  - **EUR 10.02 /document** (excl. VAT EUR 8.08).

- Available by request from our Customer Service.

Redemption Fee

In addition to unpaid postage,

- **EUR 3.00 /item** (excl. VAT EUR 2.42).

CHARGES COLLECTED UPON INVOICING

Reminder Charges for Delayed Payments

Reminder charges for delayed payments amount to **EUR 8.00/invoice**.
VAT is added to the price.
Reminder charges for outstanding consumer payments amount to **EUR 5.00/invoice**, including VAT.

Penalty Interest

If the invoice is not paid by the due date indicated on it, a penalty interest will be charged, as provided by the Interest Act, for the period after the due date.

PACKING

Packing and Shipping Instructions

Choose a delivery option that suits the content of your parcel

Choosing the right delivery method (such as letter/parcel, registered, insured, fragile) and accurate address information ensures that your item is delivered successfully.

Pack letters and parcels tightly and durably

Both letters and parcels must endure mechanical handling. A broken item can cause damage to other customers' items, postal processing workers or sorting machines, in which case the sender may be held liable for the damages. Additionally, confirm whether the content of your mail item requires special handling and whether it is suitable to be transported by Posti.

Pack items carefully

Choose an appropriately sized envelope or box to ensure that the contents will not move around in it. If necessary, use bubble wrap or newspaper to fill the box. Pack your item in a parcel or envelope that is as neat and flat as possible. Sticky packing materials and items that have an irregular or round shape may cause problems in mechanical processing. Cardboard and paper are the best materials for the outermost layer of a parcel or letter.

Make sure that the address label on your parcel will not come loose. To avoid confusion, the surface of the parcel must not contain old shipping details, and the address label or information must be clearly visible.

Regular envelopes are meant for mailing small quantities of documents. Heavier documents, booklets and books should be mailed in a reinforced envelope (such as an envelope lined with bubble wrap). USB flash drives, keys and other small objects cannot be sent in a regular envelope.

Choose your mailing method based on the content

Deliveries containing fragile items (such as electronics and glass), bendable items and liquid, liquefiable, fluid, or staining substances must be mailed as parcels requiring separate handling (fragile parcels). Please note that parcels requiring separate handling must be carefully packed and cushioned despite the use of the additional service.

If necessary, confirm whether the contents of your mail item are suitable for transport by Posti. Posti does not transport any illegal or dangerous items goods, or hazardous substances including many household products, such as aerosols, matches, nail polish and fragrances. When shipping items internationally, please note that different restrictions apply in several countries. Check domestic and international content restrictions at a Posti outlet.

If you want to ensure that your item will only be handed over to the recipient or a proxy, send it as a registered item. Money and other valuables must always be sent as an Insured item. The carrier's liability for damage during transport is limited by law and does not necessarily cover the value of the mail item's contents. Separate guidelines have been issued on Posti's liability to compensate for damages.

Mail Packages

Ensure safe delivery of your shipments using Posti's boxes, bags and envelopes.

Boxes	Size, cm
Box XXS	30 x 22 x 6
Box XS	33 x 29 x 10
Box S	58 x 33 x 10
Box 1/2 M	33 x 29 x 18
Box M	58 x 33 x 18
Box L	58 x 33 x 34
Box XL	58 x 33 x 56
Mailer box M	23 x 15 x 0.17
Mailer box L	34 x 24 x 0.27

Pack in a box – insert in a locker

Purchase S, M, L and XL boxes that utilize the whole space of Posti Parcel Point lockers.

Bags, reinforced envelopes	Size, cm
Bubble bag XS	17 x 22.5
Bubble bag S	20 x 27.5
Bubble bag M	24 x 35
Bubble bag L	32 x 45.5
Mailing bag M	25 x 7 x 43
Mailing bag L	32 x 12.5 x 53
Reinforced envelope small	19.5 x 26
Reinforced envelope large	24.8 x 34.8

See the whole assortment of packaging materials at Posti's outlets or at posti.fi

www.posti.fi

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