

Tariffs and Rates for Services

1st June 2011

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TARIFFS AND RATES FOR SERVICES

This price list for Letter, Logistics and Address Services will be effective from 1st June 2011 until further notice.

The pricing of letters is based on the manageability, size, and weight of the shipment in question. The tariffs and rates are applied to the service pricing of customers who visit postal outlets and pay in cash. The domestic prices shown in this document concern shipments within Finland carried out by Posti. Posti provides the services throughout Finland, with the exception of the Åland Islands.

With regard to domestic parcel services, pricing is based on a particular shipment's weight and size. In international postal traffic, pricing is based on the weight and size and the destination country of a particular shipment.

These tariffs and rates include the postage for domestic and international traffic and the terms applicable to shipment size and form.

Products falling under the scope of the universal services defined in the Finnish Postal Act (letters up to 2 kg paid for in cash or stamps, Posti parcels up to 10 kg, and the Registration additional service) are exclusive of value added tax. The charges for products and services

other than those mentioned above and the charges for additional services include the value added tax valid at any given time. However, the postage for shipments addressed to the Åland Islands, the special areas outside the EC's value added tax and excise duty area, and to countries other than EU Member States are always exclusive of value added tax. Despite this, when paying for the aforementioned international services with postage or in cash, the charges are primarily the same due to higher transportation costs, but also because the price list is consequently easier to use.

Itella Posti Oy reserves the right to alter its tariffs and rates and pricing principles. This right to alter tariffs and rates also applies to changes in service fees and surcharges and the introduction of a new fee or surcharge. Any changes will be announced no later than one month prior to their entry into force. More detailed information on services is available at www.posti.fi. Itella Posti Oy's General Delivery Terms and Service Appendices for Cash Customers contain more detailed information on delivery times, mail delivery and its damages policy.

The rates quoted in this document are inclusive of VAT, unless otherwise stated.

The Use of Stamps in FIM Denominations Following the Introduction of the Euro

In addition to postage stamps issued in Finland whose face value is in euros and No Value Indicator postage stamps, postage stamps whose face value is in FIM, issued in 1963 or thereafter, will remain valid until 31st December 2011.

The Availability of Tariffs and Rates

Tariffs and Rates are available at Post Offices. 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

For more information and advice on postal matters, please contact our Customer Service, tel. 0200 71000 (consumers) Mondays to Fridays, between 8 a.m. and 8 p.m. and on Saturdays between 9 a.m. and 2 p.m. and 0200 77000 (businesses) Mondays to Fridays, between 8 a.m. and 6 p.m. You can contact our Customer Service from anywhere in Finland with local network charge or mobile phone call charge. Further information is also available on the Internet at www.posti.fi.

DOMESTIC LETTER MAIL SERVICES

Payment with stamps, credit and charge cards or cash

Letter

Max. weight g	1st Class EUR	2nd Class EUR
50	0.75	0.60
100	1.05	0.75
250	1.50	1.20
500	2.80	2.40
1,000	4.30	3.60
2,000	7.20	6.00

Dimensions and Weight

- Minimum size: 90mm x 130mm
- Maximum size: 250mm x 400mm x 30mm (width x length x thickness)
- Maximum weight: 2kg

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

Maxi Letter

Max. weight g	1st Class EUR	2nd Class EUR
250	4.00	3.00
500	6.40	4.30
1,000	8.90	6.80
2,000	13.40	10.90

Dimensions and Weight

- Minimum size: any width, length or thickness dimensions exceeding 250mm x 400mm x 30mm
- Maximum size: length + width + thickness combined 900mm, maximum length 600mm
– In roll form: length + double diameter combined 1,040mm, maximum length 900mm
- Maximum weight: 2kg

Marking 1st class letters and 1st class Maxi Letters

- The upper part of a shipment's address page should either be marked with "1", the indication "Priority", or be furnished with a blue Priority sticker.

Contents

Itella only assumes responsibility for postal items including money, securities or other valuables if sent as Insured Items. No hazardous substances or other dangerous goods, live animals or plants are accepted for transport without a special written agreement. For mail addressed to Åland, letter mail containing goods must be accompanied with the CN 22 (or the CN 23) customs declaration, bearing the contents and value of the item and, for commercial items, documents required by Customs.

DOMESTIC LETTER MAIL SERVICES

Postcard

Max. weight g	1st Class EUR	2nd Class EUR
50	0.75	0.60

Dimensions and Weight

- Minimum size: 90mm x 130mm
- Maximum size: 250mm x 400mm
- Maximum weight: 50g

Christmas Greeting

Christmas Greetings can be sent in or without an envelope.

- Minimum size: 90mm x 130mm
- Maximum size: 250mm x 400mm
- Maximum weight: 50g
- No additional services available.

The stamp-based rates and posting dates for Christmas Greetings will be announced separately each year. Christmas Greetings posted with the correct address by the final posting date will be delivered to addressees before Christmas. Christmas Greetings can also be posted as 1st or 2nd Class Letters under the delivery terms and prices valid at the time.

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 0.75**
- 2nd Class No Value Indicator Stamp value **EUR 0.60**

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

Self Adhesive Stamp Sets

The prices for self-adhesive stamp sets can be found at www.posti.fi, postal outlets, and the Posti online shop.

The 2nd class Easily envelopes

Envelope sizes available

- C5 (162mm x 229mm)
- C5 (162mm x 229mm) with large window panel
- E5 (156mm x 220mm) with window panel
- C4 (229mm x 324mm)
- Sizes C5 and E5 **EUR 20.00 /set** (20 pcs)
- Size C4 **EUR 39.00 /set** (20 pcs)

When sending Easily envelopes on the basis of COD (cash-on-delivery), the charge collected equals the valid COD price. No other additional services besides COD are available.

- Maximum weight: 500g
- Maximum thickness: 30mm

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

Express Letter

Max. weight g	EUR
250	4.90
2,000	9.90

Dimensions and Weight

- Minimum size: 90mm x 130mm
- Maximum size: 250mm x 400mm x 30mm
- Maximum weight: 2kg

Items exceeding the maximum dimensions and weight can be posted as parcels.
Value Added Tax (VAT) is included.

Senders may order a pickup and delivery transport for their shipments. The service is subject to a charge. See page 14 for the applicable prices.

Saturday Delivery for Express Letter

On specified areas, express letters are also delivered on non-holiday Saturdays.

- Surcharge: **EUR 4.60**

Delivery time inquiries for Saturday Delivery: www.posti.fi/english or Customer Service.
Value Added Tax (VAT) is included.

City Express (daytime) and City Express (evening)

Max. weight g	EUR
250	7.40
2,000	13.35

City Express is a local express letter delivered to the addressee's street address on weekdays (Mon.–Fri.) in specified parts of the Helsinki Metropolitan Area, Turku, Tampere and Oulu during the day of posting. Please check the service area at www.posti.fi or call our Customer Service.

Value Added Tax (VAT) is included.

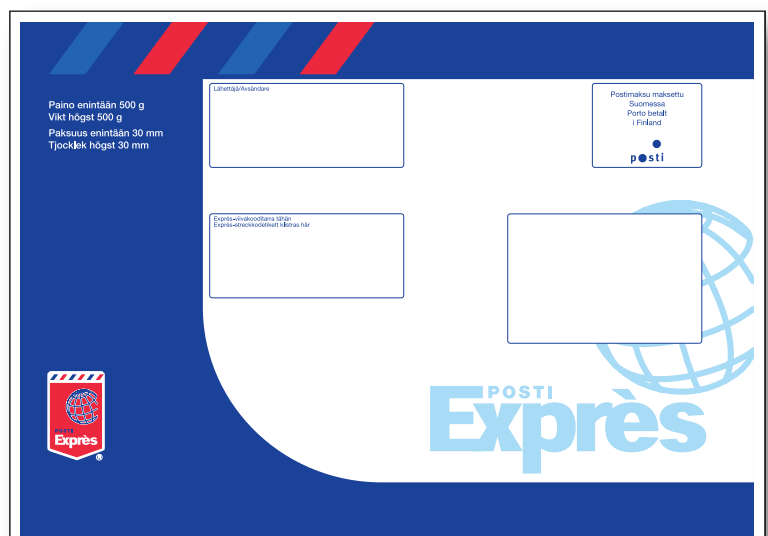
Senders may order a pickup and delivery transport for their shipments. The service is subject to a charge. See page 14 for the applicable prices.

Pre-Paid Express Mail Envelope

- **EUR 6.80 /pcs**
- **EUR 136.00 /set** (20 pcs)
- Price inclusive of envelope and postage.
- Cardboard envelope dimensions: 250mm x 350mm
- Maximum weight: 500g
- Maximum thickness: 30mm

An Exprès barcode label must be affixed to Pre-Paid Express Mail Envelopes.

Value Added Tax (VAT) is included.



Registered Letter

Max. weight g	EUR
250	5.10
2,000	8.40

Dimensions and Weight

- Minimum size: 90mm x 130mm
- Maximum size: 250mm x 400mm x 30mm
- Maximum weight: 2kg

Items exceeding the maximum dimensions and weight can be posted as parcels.

Letter with Advice of Delivery

Max. weight g	EUR
250	6.60
2,000	9.80

Dimensions and Weight

- Minimum size: 90mm x 130mm
- Maximum size: 250mm x 400mm x 30mm
- Maximum weight: 2kg

For further information on items exceeding the maximum dimensions and weight, please contact a Post Office or our Customer Service.

Insured Item

Max. weight kg	Max. insured value (EUR)			
	EUR 500	EUR 5 000	EUR 10 000	EUR 15 000
0.25	10.75	13.00	15.10	17.10
2	15.65	17.75	19.85	22.00
5	16.70	18.90	21.10	23.25
10	18.00	20.05	22.20	24.30

The maximum insured value is EUR 15,000.

- Maximum weight: 10kg
- Maximum size: 1,000mm x 600mm x 600mm

Price inclusive of handling as a fragile item.

A special "Helposti särkyvä" (fragile) label, available at Post Offices, must be affixed to fragile items.

Literature for the Blind

- Items containing material written in Braille sent by a blind private individual will be accepted for postal delivery free of charge.
- Items shall be posted unsealed.
- Maximum weight: 7kg
- Maximum size: length + width + thickness 900mm at the most, with a maximum length of 600mm

Cash-On-Delivery (COD)

COD is available for all letters except Express Letters and for Maxi Letters only if the item's weight does not exceed 500g. As a financing service, COD is exempt from VAT.

- As a deposit *) **EUR 3.80**

*) The bank will charge a fee for the use of the account, based on the account terms stipulated by the bank. The COD charge will not be refunded, even if the item should remain uncollected.

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.

Personalized Stamps

Customers may choose the theme of personalized stamps themselves. Personalized stamps are self-adhesive, 1st class No-Value Indicator stamps and available in sheets of 20 stamps.

The stamps can be ordered at www.posti.fi/english/cardsandletters/stamps/customisedstamp and paid for via an online bank or with a credit card.

One sheet costs **EUR 30** and the minimum size of an order is one sheet. A single stamp will therefore cost **EUR 1.50**.

For further information on the service, go to www.posti.fi/english or contact our Customer Service.

Change-of-Address and Holiday Mail Services

Change-of-address services are address-specific, and each service is subject to a separate order. A service fee is charged for each service order. Value Added Tax (VAT) is included.

A permanent change of address

In conjunction with a permanent change of address, Posti will forward 1st and 2nd class letters, cards, and postal parcels (excluding Parcels to the Doorstep) to the new address. A permanent change of address is free of charge.

Magazines and bulk letters are only forwarded to those who have ordered a paid redirection service.

- Redirection of all postal items, 12 months

Service originally ordered:

- Via the Internet **EUR 20.50**
- Using the form or by telephone **EUR 26.20**

Fixed-term redirection (min. of 1 week)

- 1 week–2 months

Service order placed:

- Via the Internet **EUR 15.50**
- Using the form or by telephone **EUR 21.30**

- Following months and part months

EUR 4.90 /month

E.g. a 3-month-period ordered via the Internet EUR 15.50 + EUR 4.90 = EUR 20.40, please note, no one-month price of EUR 4.90 available.

E.g. a 3-month-period ordered using a form or the change-of-address telephone service

EUR 21.30 + EUR 4.90 = EUR 26.20.

Delivery interruption (min. of 1 week)

- 1–2 weeks (7–14 days)

Service order placed:

- Via the Internet **EUR 9.20**
- Using the form or by telephone **EUR 14.50**

- Over 2 weeks – 2 months

Service order placed:

- Via the Internet **EUR 15.50**
- Using the form or by telephone **EUR 21.30**

The service charge for a temporary change of address and delivery interruption ordered by way of a form or over the telephone is paid on the basis of an invoice delivered to the customer in connection with the order confirmation.

Regarding a temporary change of address and delivery interruption services, a week refers to seven calendar days. When calculating the duration of a service, **the days the service takes effect and expires are included.**

Redirection abroad

Only regular 1st and 2nd class domestic letters and regular and registered letters sent from abroad are redirected abroad. Other items (domestic publications, Bulk Letters, Maxi Letters and valuable items) will be returned to sender or processed as undeliverable.

A Nearby Mailbox at Home

The service allows for a delivery to be diverted from the delivery route to a location (a mail slot or mailbox) agreed upon with the customer. Value Added Tax (VAT) is included.

Stand-alone orders

- For a stand-alone mailbox on the mail delivery route, the basic charge is **EUR 116.00 /12 months**

The surcharge for a fixed-term order is **EUR 10**. Should the delivery require a diversion from the delivery route, the service is priced according to the length of the route diversion in compliance with the following scale:

Round-trip diversion/meters	EUR/year
under 10	116.00
11 – 50	140.50
51 – 100	204.00
101 – 150	257.50
151 – 200	320.50
201 – 300	385.00
301 – 500	514.00
501 – 1,000	771.50
1,001 – 2,000	1,091.00

For further information, please call our Customer Service.

Housing corporation apartments

In housing corporations where delivery to a mailbox or apartment-specific individual mailbox is possible, the service is priced according to the number of postal delivery points in the corporation as follows:

Number of apartments	EUR/apartment/year
2	116.00
3 – 9	96.40
10 – 19	90.00
20 – 29	86.00
30 or more	83.10

Contract-based delivery always covers all households receiving mail within the housing corporation. For requests for proposals and more detailed information, please call our Customer Service.

Nearby Mailbox at the Summerhouse

This service refers to the delivery of mail to the customer's temporary address. Value Added Tax (VAT) is included.

- To a mailbox located within the group of mailboxes of permanent residents **Free of charge**
- A separate mailbox located along the delivery route
 - 1 week–2 months **EUR 19.50 /2 months**
 - + Following months and part months **EUR 12.90 /month**

If the delivery of mail diverts from the standard mail delivery route, the service's price will be determined separately by the distance from this route on a case-by-case basis. The service is not available for a round-trip route diversion more than 2 km long, in order to comply with the service commitment given to the mail recipients of any given area. For more detailed information, please call our Customer Service.

Round-trip diversion/meters	EUR/ 1 month	EUR/ 2 months	EUR/ 3 months	EUR/ 4 months	EUR/ 5 months	EUR/ 6 months
0 – 100	29.00	45.50	62.00	78.50	95.00	111.50
101 – 500	55.00	96.00	137.00	178.00	219.00	260.00
501 – 1 000	77.00	138.00	199.00	260.00	321.00	382.00
1,001 – 2,000	104.00	191.00	278.00	365.00	452.00	539.00

Rates Based on Weight

Postal Parcel, to be collected at the Post				Parcel to the Doorstep, delivery by 2 p.m. to addressee's door						
1 parcel, MPS not available				1 parcel			MPS, 2–5 parcels			
Max. weight kg	Incl. VAT EUR	Excl. VAT EUR	To Åland EUR	Max. weight kg	Incl. VAT EUR	Excl. VAT EUR	To Åland EUR	Incl. VAT EUR	Excl. VAT EUR	To Åland EUR
2		7.20	8.85	2	14.05	11.42	14.05	22.30	18.12	22.30
5		8.50	10.45	5	14.90	12.12	14.90	23.40	19.04	23.40
10		9.75	12.00	10	15.90	12.93	15.90	25.00	20.34	25.00
15	12.95	10.53	12.95	15	16.85	13.70	16.85	26.60	21.64	26.60
30	18.00	14.63	18.00	30	20.80	16.93	20.80	31.85	25.91	31.85
				60	—	—	—	42.35	34.43	42.35
				100	—	—	—	56.75	46.15	56.75
				150	—	—	—	73.55	59.80	73.55

Multiple Package Shipment MPS

The pricing for Multiple Package Shipment applies to a shipment sent in 2 to 5 parcels simultaneously from one location by one sender to a single addressee using the **Parcel to the Doorstep service**.

Each parcel for MPS items must be furnished with a dispatch note approved by Itella, completed in full and identical in content to those of the other parcels in the same shipment, with the exception of the individual tracking code. Uniform references to any additional services and other standard markings must be made on the dispatch note of each MPS parcel. However, additional service markings for large or fragile items need only be made on the dispatch notes of the parcels in question.

Only a single fee will be collected for any additional services.

Postal Parcel

- The parcel will be available for collection at the postal outlet indicated on the dispatch note, collectible against the item ID, after 4 p.m. on the working day following posting in the first instance.
- The parcel can be handed over during the Post Office's business hours.
- An Advice of Arrival of the parcel is delivered to the addressee.
- Additional services: Fragile, COD and Registration.
- A parcel which weighs more than 10 kg is subject to tax.

Dimensions and Weight

- Minimum size: 25cm x 15cm x 3.5cm
- Maximum size: 100cm x 60cm x 60cm
- Maximum weight: 30kg

Parcel to the Doorstep

- Delivery directly to the recipient, in the first instance by 2 p.m. on the working day following posting
- Delivery days Mon–Fri.
- If undelivered, the deliverer will leave an Advice of Arrival and the item will be available for collection by the recipient from his/her local Post Office.
- Additional services: Morning, Flex, Large Parcel, Fragile, Long Parcel and COD.
- If a Parcel to the Doorstep is mailed to a home address, we recommend furnishing the shipment with the additional service Flex, which allows for the time of delivery to be agreed upon with the recipient in advance.

Dimensions and Weight

- Minimum size: 25cm x 15cm x 3,5cm
- Maximum size: 100cm x 60cm x 60cm
Should the parcel's dimensions exceed 100cm x 60cm x 60cm, it will be priced as a Large Parcel (pls. see Additional Services on page 13).
- Maximum weight: 30kg

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

Additional Services

	Postal Parcel			Parcel to the Doorstep		
	Incl. VAT EUR	Excl. VAT EUR	To Åland EUR	Incl. VAT EUR	Excl. VAT EUR	To Åland EUR
Morning	–	–	–	7.70	6.25	–
Flex	–	–	–	2.35	1.90	–
Large Parcel	–	–	–	11.20	9.10	11.20
Fragile	6.20	5.05	6.20	6.20	5.05	6.20
COD (excl. VAT)*	–	3.80	3.80	–	7.50 **	7.50 **
Registration	4.35	3.50***	4.35	–	–	–
Long Parcel				12.90	10.50	12.90

*) The bank will collect a fee for the use of the account, based on the account's terms and conditions.

***) If one sender sends 2 to 5 parcels from a single location to a single addressee as a Parcel to the Doorstep, only one COD fee will be charged.

***) Postal parcel additional service Registration is not subject to tax for shipments which weigh less than 10kg.

Morning (Parcel to the Doorstep)

Shipments are delivered directly to the address indicated on a shipment's address label according to separately specified connection distances and areas **by 9 a.m.** on the weekday following the dispatch date. The service includes two delivery companies within a delivery date.

The COD, Large Parcel, and Flex additional services cannot be employed simultaneously with the Morning additional service. The additional service is not available for shipments addressed to the Province of Åland.

Flex (Parcel to the Doorstep)

The shipments are delivered directly to the address indicated on a shipment's address label. The recipient will be contacted to agree on the time of delivery. There will be a maximum of two attempts to contact the recipient. If the recipient cannot be reached (due to, for instance, the absence of a phone number, an incorrect/incomplete phone number, or because the recipient does not answer the phone) a contact request will be left for the recipient. Deliveries are possible on weekdays (Mon-Fri).

This service is neither available alongside Morning additional service for the same item, nor for items addressed to the Province of Åland.

Large Parcel (Parcel to the Doorstep)

A parcel will be priced as a Large Parcel if any of its dimensions exceed the maximum dimensions for parcels, i.e. 100cm x 60cm x 60cm. The price is inclusive of the Fragile additional service. The maximum size of a Large Parcel is 150cm x 80cm x 60cm.

The service is not available for Morning additional service.

Fragile (Postal Parcel, Parcel to the Doorstep)

Packages containing fragile items should be sent using the Fragile additional service. A special "Helposti särkyvä" (fragile) label, available at Post Offices, must be affixed to fragile items. Factory parcel markings are not binding on Itella.

Parcels must always be packed properly in order to protect their contents and ensure that they can withstand loading for transport alongside other parcels.

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

Cash On Delivery (COD) (Postal Parcel, Parcel to the Doorstep)

Itella is responsible for remitting the COD amount determined by the sender into an account of a bank indicated by the sender and which operates in Finland. The amount is remitted within 2–4 banking days of payment.

The sender is responsible for writing the IBAN (International Bank Account Number) and BIC (Bank Identifier Code) for a bank operating in Finland, COD amount, and the identifying reference data fully and accurately on the address label. The reference used can be a national bank reference number. If there are errors in the account number, COD amount or reference number, Itella will not be liable for any delay in the settlement of accounts, or any other related damages. No notifications are delivered with payment transactions.

Each parcel for COD MPS items must be furnished with a dispatch note approved by Itella, completed in full and identical in content to those of the other parcels in the same shipment, with the exception of the individual item ID. The COD sum must be marked in full on the dispatch note of each parcel. The maximum COD amount is **EUR 8,400**. The COD fee will not be refunded if the item is not claimed.

This service is not available alongside Morning additional service for the same item.

Registration (Postal Parcel)

Registered parcels are only delivered against the signature of the addressee or his/her authorised representative. The identity of the person signing will be verified prior to handing over the parcel. The additional service Registration is not subject to tax for shipments which weigh less than 10kg.

Long Parcel (Parcel to the Doorstep)

Applicable to shipping skis, rugs and carpets, roller shutters, and other tube-shaped parcels.

The Long Parcel additional service includes the Flex additional service, excluding shipments addressed to the Province of Åland. This service is not available alongside Morning additional service for the same item.

Dimensions and Weight

- Maximum size: 300cm x 30cm x 30cm
- Maximum weight: 30kg

Other Domestic Parcel Services

Pickup and Delivery Transports

Parcel	Incl. VAT EUR	Excl. VAT EUR
No. of parcels		
1 – 5 individual parcels, max. 40kg	9.20	7.49
6 – 10 individual parcels, max. 60kg	16.25	13.20

- 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/english or our Customer Service, tel. 0200 71000 (consumers) and 0200 77000 (businesses) (local network charge / mobile charge).

Priority and Economy Letter

Max. weight g	Europe		Other countries	
	Priority EUR	Economy EUR	Priority EUR	Economy EUR
20	0.75	0.65	0.75	0.70
50	1.05	0.85	1.70	1.00
100	1.50	1.30	3.50	1.60
250	2.40	2.05	5.90	2.90
500	4.00	3.30	9.60	5.20
1,000	7.30	6.00	17.00	7.60
2,000	13.40	11.70	30.00	14.70

Dimensions and Weight

- Minimum size: 90mm x 140mm
- Maximum size: 250mm x 400mm x 30mm (width x length x thickness)
- Maximum weight: 2kg

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		Other countries	
	Priority EUR	Economy EUR	Priority EUR	Economy EUR
250	5.50	3.85	8.50	6.00
500	8.70	6.50	14.80	9.00
1000	12.30	10.35	24.00	14.50
1,500	17.50	14.65	33.50	19.50
2,000	24.50	18.40	46.00	25.60

Dimensions and Weight

- Minimum size: any width, length or thickness dimensions exceeding 250mm x 400mm x 30mm
 - In roll form: length + double diameter combined 170mm, minimum length 100mm
- Maximum size: length + width + thickness combined 900mm, maximum length 600mm
 - In roll form: length + double diameter combined 1,040mm, maximum length 900mm
- Maximum weight: 2kg

Indications and Posting



For letters under Priority delivery terms, you should affix the blue Priority label to the top of the letter's address side, or type/write/print "Priority".



For letters under Economy delivery terms, you should affix the green Economy label to the top of the letter's address side, or type/write/print "Economy".

Labels are available at Post Offices and their originals are available on website at www.posti.fi.

INTERNATIONAL LETTER MAIL SERVICES

Sending Goods in a Letter outside the EU

The customs declaration (CN 22) is used for letters containing goods worth no more than EUR 300 addressed to non-EU countries and special regions outside the EU excise tax and VAT zone. When the value of contents exceeds EUR 300, only the upper part of CN 22 is used and, in addition, the required number of CN 23 customs declarations are completed. Customs declarations can be printed out over the Internet. The documents required by Customs must be attached to items sent for commercial purposes (a commercial invoice or pro forma invoice). This applies to all letter mail.

Exprès Letter

Max. weight g	Europe EUR	Other countries EUR
250	9.10	11.00
500	12.30	20.00
1,000	17.40	29.00
1,500	22.80	38.00
2,000	29.40	47.40

Dimensions and Weight

- Minimum size: 90mm x 140mm
 - In roll form: length + double diameter combined 170mm, minimum length 100mm
- Maximum size: length + width + thickness combined 900mm, maximum length 600mm
 - In roll form: length + double diameter combined 1,040mm, maximum length 900mm
- Maximum weight: 2kg

Value Added Tax (VAT) is included.

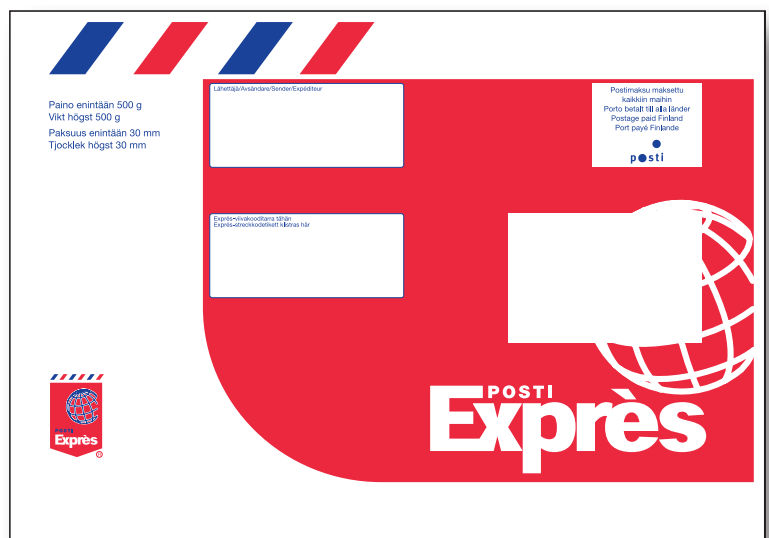
The shipment is left at a postal outlet. Alternatively, it can be picked up for a charge (the pickup can be ordered through our Customer Service).

Pre-Paid Exprès Envelope

- **EUR 10.80/envelope**
- **EUR 108.00/package** (10 envelopes)
- Price inclusive of envelope and postage.
- To all countries, no zone restrictions.
- Cardboard envelope dimensions: 250mm x 350mm
- Maximum weight: 500g
- Maximum thickness: 30mm

Pre-Paid Express Envelopes require a barcoded Exprès label affixed to them.

Value Added Tax (VAT) is included.



Registered Letter

Max. weight g	Europe	Other countries
	EUR	EUR
250	6.70	8.50
500	10.15	19.50
1,000	15.95	31.20
1,500	22.45	41.70
2,000	28.85	52.30

Dimensions and Weight

- Minimum size: 90mm x 140mm
– In roll form: length + double diameter combined 170mm, minimum length 100mm
- Maximum size: length + width + thickness combined 900mm, maximum length 600mm
– In roll form: length + double diameter combined 1,040mm, maximum length 900mm
- Maximum weight: 2kg

The shipment is left at a postal outlet. Alternatively, it can be picked up or delivered against a charge (the pickup or delivery transport can be ordered through our Customer Service).

Additional Service

An Advice of Delivery is available for Registered Letters to all countries as an additional service. For additional service's rates, see page 18.

Insured Letter

Max. weight g	Europe				Other countries			
	500.00	1,000.00	2,500.00	5,000.00	500.00	1,000.00	2,500.00	5,000.00
250	12.75	23.75	34.30	44.30	16.20	27.80	40.00	51.00
500	13.90	25.30	35.35	45.90	21.50	31.30	44.10	55.80
1,000	16.90	27.45	38.00	48.00	31.30	36.50	48.80	60.20
1,500	22.70	31.35	41.15	51.20	41.70	46.40	55.00	66.20
2,000	29.00	34.80	45.35	55.90	53.00	58.00	62.50	73.50

The maximum insured value varies by country (please check details on the website). The maximum absolute insured value totals EUR 5,000.

Dimensions and Weight

- Minimum size: 90mm x 140mm
– In roll form: length + double diameter combined 170mm, minimum length 100mm
- Maximum size: length + width + thickness combined 900mm, maximum length 600mm
– In roll form: length + double diameter combined 1,040mm, maximum length 900mm
- Maximum weight: 2kg

Information on packing and sealing methods, the countries included within the scope of the service, maximum insured values, and country-specific limitations is available on the Internet at www.posti.fi/english and from our Customer Service.

Additional Service

Advice of Delivery is available as an additional service for Insured Letters to countries covered by the insured mail service. For additional service's rates, see page 18.

Advice of Delivery

Advice of Delivery	EUR
	3.00

Advice of Delivery is available for Registered Letters and Insured Letters. A Registered Letter with Advice of Delivery can be sent to all countries and an Insured Letter only to countries covered by the insured mail service.

Letter Mail Tariff Zones

EUROPE:

– EU countries

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

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

OTHER COUNTRIES

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

Letters and Postcards to Finland's Peacekeeping Forces

Will be priced as corresponding domestic letter items with a stamp, provided that the unit has a P.O. Box address in Finland. The permitted domestic services are 1st Class Letter, 1st Class Postcard, 1st Class Maxi Letter, Registered Letter and Letter with Advice of Delivery. Additional services are not available for these products. These items will be transported to the Peacekeeping Forces on service flights. In other cases, the items will be priced as normal letters to the destination country.

International Reply Coupon

- Selling price **EUR 1.65**

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 **0.75 euros**.



Literature for the Blind

Priority and Economy

Unsealed items containing Braille can be sent as Literature for the Blind. The indication "Cécogramme" must be written on the item.

Economy items sent by a blind individual and Priority items weighing no more than 500g are free of charge.

An air surcharge according to the tariff below will be charged for Literature for the Blind sent as Priority mail.

Max. weight kg	Europe EUR	Other countries EUR
0.5	0.00	0.00
1	1.80	7.15
2	3.20	13.00
3	4.50	19.20
4	6.50	24.80
5	7.70	31.30
6	8.80	36.20
7	11.20	40.70

Dimensions and Weight

- Minimum size: 90mm x 140mm
- Maximum size: length + width + thickness combined 900mm, maximum length 600mm
- Maximum weight: 7kg

International Parcel (Priority)						
Max. weight kg	1		Tariff Zone 2		3	4
	Incl. VAT EUR	Excl. VAT EUR	Incl. VAT EUR	Excl. VAT EUR	Excl. VAT EUR	Excl. VAT EUR
2		17.70		22.30	30.05	30.70
5		20.75		28.10	39.85	40.50
10		25.80		37.80	56.20	64.25
15	38.00	30.88	58.35	47.42	72.50	88.00
30	56.65	46.07	93.95	76.38	121.50	159.20

Parcels are priced according to their weight and the postal (destination) zone.

Parcel weight is always rounded up to the next full kilogram or kilogram category within the tariff. The measured weight of an item may not exceed 30kg (restrictions by country). See Tariff Zone List on page 22.

- 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/english or our Customer Service.

Dimensions and Weight

- Minimum size: 18cm x 27cm
- Maximum length: length 2m, maximum length + circumference, however, is 3m (limitations by country apply)
- Maximum weight: 30kg/parcel (limitations by country apply)

Indications and Posting

Priority parcels are furnished with a Priority dispatch note, with an item ID beginning with the letters, CE.

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.

International Express Parcel (EMS)

	Tariff Zone					
	1		2		3	4
Max. weight kg	Incl. VAT EUR	Excl. VAT EUR	Incl. VAT EUR	Excl. VAT EUR	Excl. VAT EUR	Excl. VAT EUR
DocPack, max. 500g	36.50	29.69	40.05	32.55	35.70	39.15
Documents, max. 2.5kg						
0.5	37.40	30.41	42.10	34.24	38.00	42.50
1	40.50	32.91	44.75	36.39	42.55	49.85
1.5	42.10	34.24	46.95	38.18	45.70	56.60
2	43.80	35.61	49.05	39.87	48.80	63.15
2.5	45.50	36.98	51.15	41.59	51.90	69.90
For prices of Document shipments which weigh more than 2.5 kg, please see the Consignment table						
Consignments & Documents (weight more than 2.5kg)						
2	43.80	35.61	49.05	39.87	62.40	76.85
5	53.70	43.64	61.60	50.08	81.05	117.30
10	63.50	51.64	74.10	60.26	99.75	157.70
15	79.90	64.94	94.95	77.20	130.80	225.05
30	129.10	104.98	157.60	128.13	222.15	426.95

The parcel is priced according to its weight and the postal (destination) zone.

Parcel weight is always rounded up to the next full kilogram or kilogram category within the tariff. The measured weight of an item may not exceed 30kg (restrictions by country). See Tariff Zone List on page 22.

- 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.
- Item tracking data, country-specific delivery times, and information on the related rules and regulations (e.g. content) are available at www.posti.fi/english or our Customer Service.

Dimensions and Weight

- Minimum size: 18cm x 27cm
- Maximum size: length 150cm (limitations by country apply) length + girth 300cm (limitations by country apply)
- Maximum weight: 30kg/parcel (limitations by country apply)

Indications and Posting

EMS items are furnished with the EMS dispatch note, with an item ID beginning with the letters, EE.

Three different EMS packages are available from Post Offices, included in the service price:

- DocPack (size 24.9cm x 43.2cm) for documents weighing no more than 500g
- SealPack special plastic mailing bag (size B3) and
- MaxiPack cardboard box (internal dimensions 38.4cm x 28.8cm x 9.6cm) for light goods.

The customer's own packaging must be furnished with EMS adhesive labels, available from Post Offices.

Appended Documents

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

OTHER SERVICES AND RATES

Calculating Prices for Mailing Batches at Post Offices

Post Offices 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 these Tariffs and Rates for 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	6.00	4.88
more than 20 items	10.00	8.13
more than 30 items	15.00	12.20
more than 50 items	20.00	16.26

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 14.05 /modification** will be charged (Excl. VAT EUR 11.42).

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 40.85/hour** (Excl. VAT EUR 33.20) or **EUR 6.90/item** (excl. VAT EUR 5.63/item).

Copy of dispatch document or invoicing document

- To be invoiced from the person requesting the copy.
 - Available by request from our Customer Service.
- **EUR 9.65 /dokument** (excl. VAT EUR 7.86).

Letter Priced

In addition to unpaid postage,

- **EUR 2.00 /item** (excl. VAT EUR 1.63).

Inquiry

- Free of charge.

Customs Clearance and Forwarding

CUSTOMS CLEARANCE Consumer		
	Incl. VAT EUR	Excl. VAT EUR
IMPORT CLEARANCE	24.60	20.00
Proposing as duty-free	19.60	15.93
Warehousing after 8 days	4.00 / day	3.25 / day
ADDITIONAL SERVICES		
Inspection of the shipment	13.00	10.57
Filling out the transport documents		
– parcel card/shipment	9.50 / item	7.72 / item
Hourly work	51.00 / hour	41.46 / hour
– minimum charge 30 minutes	25.50	20.73
EXPORT CLEARANCE		
– basic charge (incl. 2 items)	37.00	30.08
– each following item	4.60 / item	3.74 / item
Data communication costs	13.00	10.57

CHARGES COLLECTED UPON INVOICING

Invoicing Charge

An invoicing charge of **EUR 5.00** will apply if the ex-VAT sum total is less than EUR 70.00. VAT, based on the applicable tax band, will be added to the price.

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.

WEB SERVICES: WWW.POSTI.FI

Our website, at www.posti.fi, provides not only information on all of our services but also useful tools for daily work.

Change of Address

One Change of Address will suffice for the mail delivery and the Population Information System: www.posti.fi/english/movinghome

Postal Code Search

The correct information on streets and postal codes can be found easily and quickly at: www.posti.fi/english/eservices

Post Office Search

Information on all Finnish postal outlet addresses and opening hours can be found at: www.posti.fi/english/eservices

Search engine for letterbox locations

With the Letterbox Location Search service, you can find the location of the nearest letterbox and details on when mail is collected from the box. www.posti.fi/english/ (Search, track and find > Letterbox locations and collection times).

Track & Trace

Using the item ID on the dispatch note, you can track the delivery of your mail in Finland and many other countries: www.posti.fi/english/eservices

Online shop

Postage stamps and a lot more: www.posti.fi/english/shopping

Delivery Time Inquiry

Delivery times and availability by service and country-specific restrictions for international mail can be found at: www.posti.fi/english/eservices

Price Calculators

List prices for domestic and international letter and parcel services can be found at: www.posti.fi/hinnatjaohjeet. Service is available only in Finnish.

TYVI Reports

The TYVI eGovernment service enables companies and other organisations to send statutory reports and notifications to the relevant public authorities and other organisations: www.tyvi.fi



Customer Service:

(local network charge / mobile charge)

For Consumers

Mon.–Fri. 8 a.m. until 8 p.m., Sat. 9 a.m. until 2 p.m.

0200 71000

Corporate customers

Mon.–Fri. 8 a.m.–6 p.m.

0200 77000

Telephone calls to our Early Morning Newspaper
Delivery Service are subject to a charge

Transport orders for contract customers

Mon.–Fri., 8 a.m.–6 p.m.

0200 92000

Internet:

www.posti.fi