

Customer Direct

Marketing Services



posti

Addressed Direct - Customer Direct



Brochures, publications, letters or cards can be sent **as Customer Direct**. Priority and Economy letters must be used for sending confidential and personal messages.



Customer Direct items will not undergo address clarification and undeliverable items are not returned to the sender but disposed of, unless otherwise agreed upon between the sender and Posti (Additional Information Service).



Customer Direct items with the **correct address** are mainly delivered to the recipients on the third weekday following their posting, and the rest on the fourth day. Successful preparation, batch size and processability influence the punctuality of delivery. The punctuality of delivery is also influenced by items not mailed according to Posti's instructions.



Customer Direct items must be left at the sorting center or terminal (Helsinki, Tampere, Kuopio, Oulu, Turku, Seinäjoki, Jyväskylä, Rovaniemi) on weekdays (Mon-Fri) by the drop-off time indicated there. As a rule, the latest posting time is 5 p.m.

Customer Direct

Machine sortable January 1, 2018

Addressed marketing delivery

ADDITIONAL SERVICES

DELIVERY SPEED

DIMENSIONS AND WEIGHT

OTHER TERMS

Customer Direct 18155

Additional Handling, Information Service*

Delivery speed 03, primarily reaches the recipients on the third weekday following the mailing, and the rest on the fourth weekday.

Possibility to reach 02 speed for batches of more than 25,000 items for customers using the Sorting Service. No delivery on Tuesdays.

Max. size 250 x 310 x 10 mm, unenclosed item

Max. size 250 x 328 x 10 mm, item in an envelope

Min. 90 x 140 x 0.5 mm

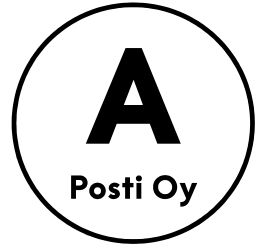
Item weight 5-350 g

Postcard paper grammage 160 g/m²

If the item is square shaped, the recommended minimum size is 200 x 200 mm.

No address clarification.

Mailing instructions: Guide for Batch-Sorted Items, Guide for Machine-Sortable Items



Posti Green

*) Cannot be ordered from the mailing list and requires a separate agreement

Customer Direct

Manually sortable, January 1, 2018

Addressed marketing delivery

ADDITIONAL SERVICES

DELIVERY SPEED

DIMENSIONS AND WEIGHT

OTHER TERMS

Customer Direct 18156

Additional Handling, Information Service*

Delivery speed 03, primarily reaches the recipients on the third weekday following the mailing, and the rest on the fourth weekday.

Possibility to reach 02 speed for batches of more than 25,000 items for customers using the Sorting Service. No delivery on Tuesdays.

Max. size 250 x 353 x 20 mm**

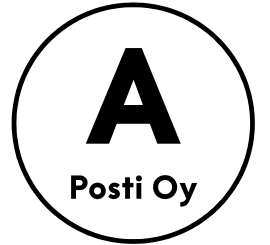
Min. 90 x 140 x 0.2 mm

Max. weight 2000 g

**) By separate agreement, the thickness can be 30 mm. The Additional Handling service subject to a charge will be added to items exceeding the maximum thickness (20 mm).

No address clarification.

Mailing instructions: Guide to Batch-Sorted items



Posti Green

*) Cannot be ordered from the mailing list and requires a separate agreement

Mailing instructions

Machine sortable

- Items must be packed in boxes with the address information facing the same direction.
- Boxes must be marked according to 19 direction, as indicated in the Guide for Batch-Sorted Items (e.g. “03-14 HELSINKI POK”).
- Boxes are unitized in transport units according to the instructions of the Guide for Batch-Sorted Items; items with delivery speed 03 (02).
- Boxes are unitized in rolltainers or a pallet. If the Sorting Service is used for the batch, the batch can also be unitized in dollies.



Mailing instructions

Manually sortable

- Items are bundled, except for batches received through the Sorting Service, for which bundles that to be opened are packed in boxes.
- Bundle markings according to the Guide for Batch-Sorted Items
- Bundles are unitized in transport units according to the Guide for Batch-Sorted Items; items with delivery speed 03 (02) It is recommended that bundles to be opened be unitized separately.
- Bundles are unitized in rolltainers, a publication cage or pallet.

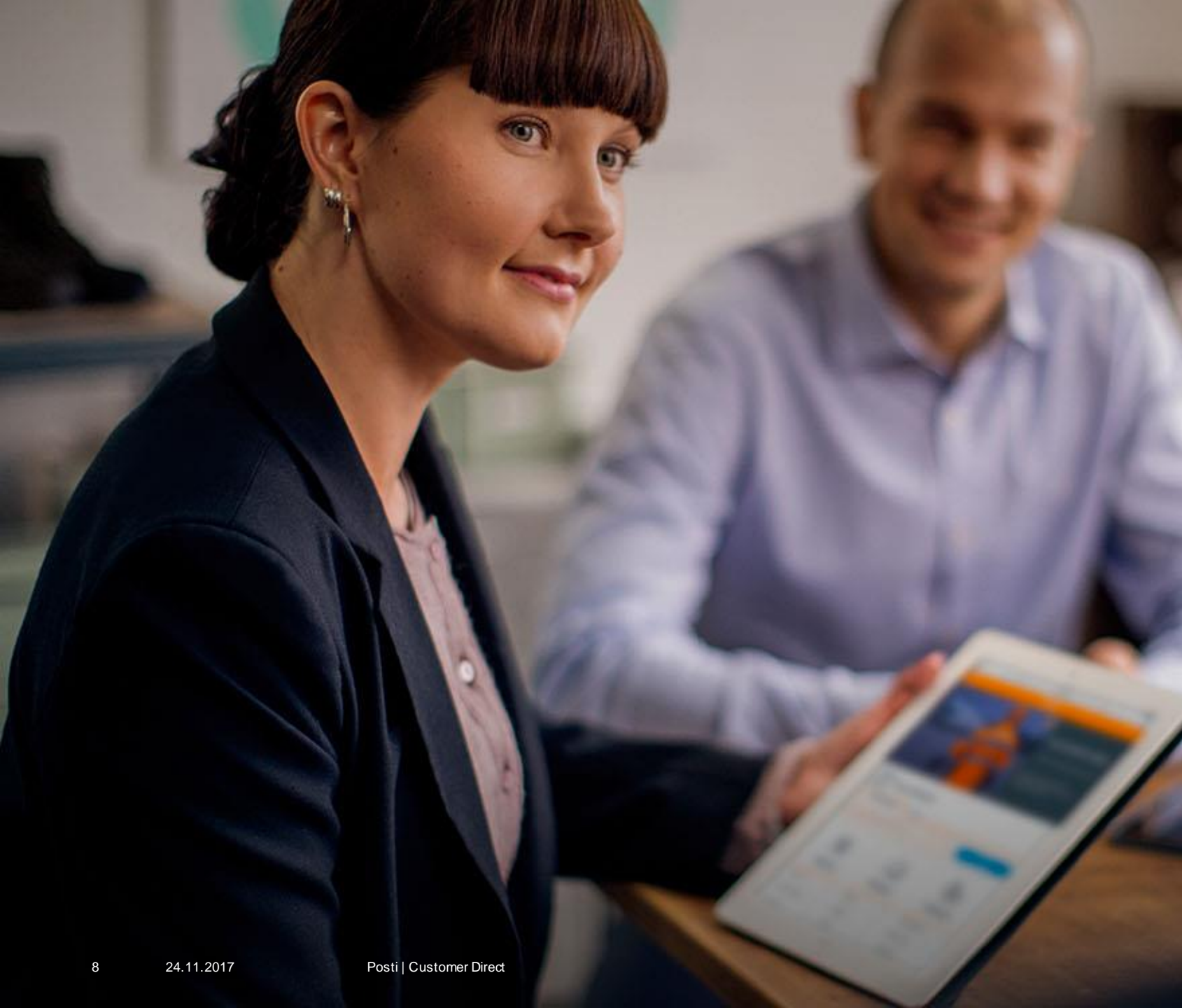




Additional Handling

Additional Handling subject to a charge is added to Posti Customer Direct items when the dimensions or form of the item differ from the product features determined for the product or if the item has not been preprocessed according to Posti's instructions (Guides for Batch-Sorted and Machine-Sortable Items). Additional Handling is also added if the thickness of a manually sortable item is more than 20 mm.

Additional Handling is added if manually sortable items are mailed in boxes or machine-sortable items as bundled



Posti Green

You can find further information about the services and prices at www.posti.fi

Item payment indications can be downloaded from [www.posti.fi/
payment indications](http://www.posti.fi/payment-indications)

posti