

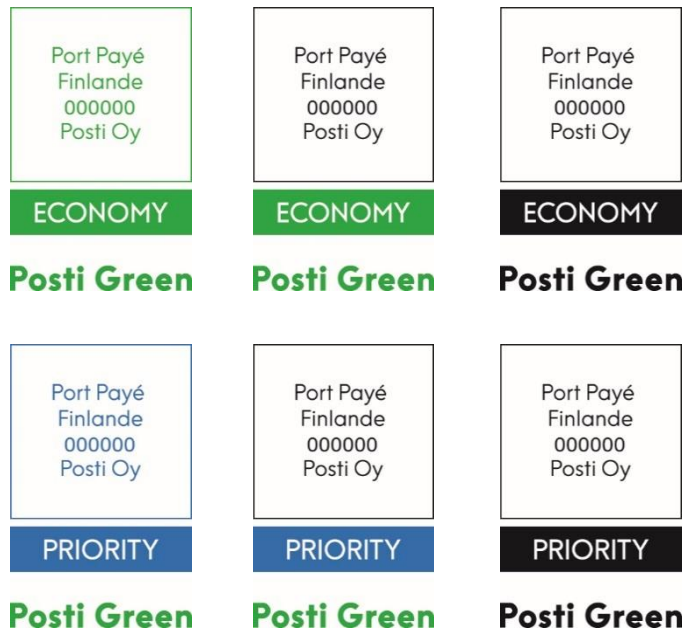
Posti Ltd's payment indications January 1, 2017

User instructions: letters, valuable items, direct mail and publications

Table of Contents

Name of service	Slide numbers
1. Priority and Economy Letter	3-5
2. Valuable Items	6-8
3. Small Item	9-10
4. Customer Direct	11-12
5. Home Direct	13-14
6. Publication and Publication 1	15-16
7. Magazine and Magazine 1	17-18
8. Daytime Publication Delivery	19-20
9. Long-distance Publication Delivery and Newspaper	21-22

Priority and Economy letters in Finland and abroad



Payment indications must always be imprinted or otherwise printed out in blue (Priority), green (Economy) or black-and-white, as shown below. A customer code (6 characters) is always included in payment indications, on the basis of which the mailing list for invoicing must be made.

Recommended size:

- For C and E series envelopes 24 mm x 37.5 mm
- Minimum width 20 mm
- The aspect ratios of the indications must not be changed

The colors to be used are:

- Posti blue: C:90 M:48 Y:0 K:0
- Posti green: C:80 M:0 Y:98 K:0
- Black: K:100
- White

Priority and Economy letter indications in text format on the item

- The indication can be imprinted or printed out in text format using Arial, for example, as a text font.
- No handwritten indication is acceptable. Also, it is not allowed to use a pressure stamp.
- The indication should be typed on four lines. The minimum font size for the indication is 12 pts.
- Any color used in the indication is acceptable, provided that it is distinct from the item cover and easily readable.

Priority	Economy
Priority PP Finlande Posti Oy 000000 Posti Green	Economy PP Finlande Posti Oy 000000 Posti Green
Priority PP Finlande Posti Ab 000000 Posti Green	Economy PP Finlande Posti Ab 000000 Posti Green
Priority PP Finlande Posti Ltd 000000 Posti Green	Economy PP Finlande Posti Ltd 000000 Posti Green

Priority and Economy indication in text format on a window envelope or self-adhesive address label

- The indication must be printed above the address information on the window envelope or self-adhesive address label, so that it is easily readable and distinct from addressee information.
- The minimum font size for the payment indication is 12 pts.
- The indication should be typed on one line, e.g.

Priority PP Finlande 000000 Posti Oy

1234 9876 4567

Matti Vastaanottaja

Kotiosoite 124 as 34

00000 POSTITOIMIPAIKKA

Sending valuable items in Finland

- When paying with the Port Payé method, the payment indication for valuable items is used either with an address label or an item without an address label, clearly indicating the selected service (Registered letter / Letter with advice of delivery / Insured item)
- The payment indication must be recorded in the address label or the top of the shipment
- Instructions for address labels are available on the home page of the services
- See the recommended colors under the Economy letter



You can also use the Economy indication for valuable items within Finland

International delivery of valuable items

Registered Letter, Letter with Advice of Delivery and Insured Item

- When paying with the Port Payé method, the payment indication for valuable items is used in the address label
- The payment indication must be recorded in the address label or the top of the shipment
- Instructions for address labels are available on the home page of the services
- See recommended colors under Priority letter



You can also use the Priority letter indication for sending valuable items abroad

Payment indications in text format for Valuable items

- Instead of payment indications with images, it is possible to have the payment indication in text format on the top of the item when paying with the Port Payé method.
- The address label or the envelope must indicate the name of the service (Registered letter / Letter with advice of delivery / Insured item)

Sending valuable items in Finland	International delivery of valuable items
PP Finlande Posti Ltd 000000 Posti Green	PP Finlande Posti Ltd 000000 Posti Green 
Economy PP Finlande Posti Ltd 000000 Posti Green	Priority PP Finlande Posti Ltd 000000 Posti Green

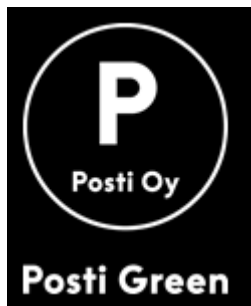
Small Item



Posti Green



Posti Green



The payment indication can be imprinted, printed out, stamped on or, if using a self-adhesive label, affixed to the item cover. Any color used in the indication is acceptable, provided that it is distinguishable.

The indication can also be printed on a window envelope's address field or self-adhesive address label.

Recommended size:

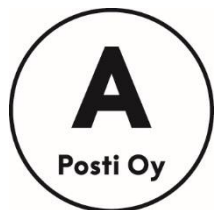
- For C and E series envelopes 27 mm x 35.5 mm
- Minimum width 20 mm
- The aspect ratios of the indications must not be changed

Small Item indication in text format on the item

- The indication can be imprinted or printed out in text format. The minimum font size for the indication is 12 pts. Do not write the indication by hand. Any color used in the indication is acceptable, provided that it is distinct from the item cover.
- The indication must be printed on the window envelope's address field or self-adhesive address label in such a way that it is easily readable and distinct from sender and/or addressee information. The minimum font size is 12 pts.

Small Item		
Recommendation	<< P - Posti Oy << Posti Green	<< P - Posti Ltd << Posti Green
	P - Posti Oy Posti Green	P - Posti Ltd Posti Green

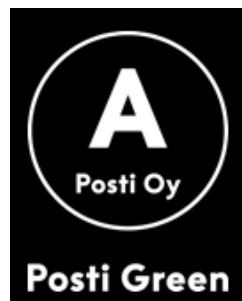
Customer Direct



Posti Green



Posti Green



The payment indication can be imprinted, printed out, stamped on or, if using a self-adhesive label, affixed to the item cover. Any color used in the indication is acceptable, provided that it is distinguishable.

The indication can also be printed on a window envelope's address field or self-adhesive address label.

Recommended size:

- For C and E series envelopes 27 mm x 35.5 mm
- Minimum width 20 mm
- The aspect ratios of the indications must not be changed

Customer Direct indications in text format on the item

- The indication can be imprinted or printed out in text format. The minimum font size for the indication is 12 pts. Do not write the indication by hand. Any color used in the indication is acceptable, provided that it is distinct from the item cover.
- The indication must be printed on the window envelope's address field or self-adhesive address label in such a way that it is easily readable and distinct from sender and/or addressee information. The minimum font size is 12 pts.

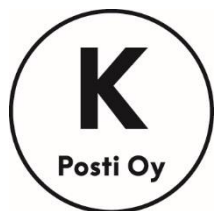
Customer Direct		
Recommendation	<< A - Posti Oy << Posti Green	<< A - Posti Ltd << Posti Green
	A - Posti Oy Posti Green	A - Posti Ltd Posti Green



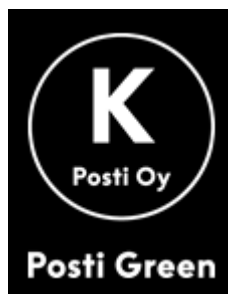
Home Direct



Posti Green



Posti Green



The payment indication can be imprinted, printed out, stamped on or, if using a self-adhesive label, affixed to the item cover. Any color used in the indication is acceptable, provided that it is distinguishable. A payment indication is not mandatory, but its use is recommended.

Recommended size:

- Minimum width 20 mm
- The aspect ratios of the indications must not be changed

Home Direct indication in text format on the item

- The indication can be imprinted or printed out in text format. The minimum font size for the indication is 12 pts. Do not write the indication by hand. Any color used in the indication is acceptable, provided that it is distinct from the item cover.
- The indication must be printed on the window envelope's address field or self-adhesive address label in such a way that it is easily readable and distinct from sender and/or addressee information. The minimum font size is 12 pts.

Home Direct		
Recommendation	<< K - Posti Oy << Posti Green	<< K - Posti Ltd << Posti Green
	K - Posti Oy Posti Green	K - Posti Ltd Posti Green

Publication and Publication 1



Posti Green



Posti Green



Posti Green



Posti Green



Posti Green



Posti Green

The payment indication can be imprinted or printed out on the item cover. Any color used in the indication is acceptable, provided that it is distinguishable.

Do not write the indication by hand.

Recommended size:

- For C and E series envelopes 27 mm x 35.5 mm
- Minimum width 20 mm
- The aspect ratios of the indications must not be changed

Publication 2 indications in text format on the item

- The indication can be imprinted or printed out in text format. The minimum font size for the indication is 12 pts. Do not write the indication by hand.
- Any color used in the indication is acceptable, provided that it is distinct from the item cover.

Publication		
Recommendation	<< LHT - Posti Oy << Posti Green	<< LHT - Posti Ltd << Posti Green
	LHT - Posti Oy Posti Green	LHT - Posti Ltd Posti Green
Publication 1		
Recommendation	<< LT1 - Posti Oy << Posti Green	<< LT1 - Posti Ltd << Posti Green
	LT1 - Posti Oy Posti Green	LT1 - Posti Ltd Posti Green

Magazine and Magazine 1



Posti Green



Posti Green



Posti Green



Posti Green



Posti Green



Posti Green

The payment indication can be imprinted or printed out on the item cover. Any color used in the indication is acceptable, provided that it is distinguishable.

Do not write the indication by hand.

Recommended size:

- For C and E series envelopes 27 mm x 35.5 mm
- Minimum width 20 mm
- The aspect ratios of the indications must not be changed

Magazine and Magazine 1 indications in text format on the item

- The indication can be imprinted or printed out in text format. The minimum font size for the indication is 12 pts. Do not write the indication by hand.
- Any color used in the indication is acceptable, provided that it is distinct from the item cover.

Magazine		
Recommendation	<< AKL - Posti Oy << Posti Green	<< AKL - Posti Ltd << Posti Green
	AKL - Posti Oy Posti Green	AKL - Posti Ltd Posti Green
Magazine 1		
Recommendation	<< AL1 - Posti Oy << Posti Green	<< AL1 - Posti Ltd << Posti Green
	AL1 - Posti Oy Posti Green	AL1 - Posti Ltd Posti Green

Daytime Publication Delivery



Posti Green



Posti Green



The payment indication can be imprinted or printed out on the item cover. Any color used in the indication is acceptable, provided that it is distinguishable.

Do not write the indication by hand.

Recommended size:

- For C and E series envelopes 27 mm x 35.5 mm
- Minimum width 20 mm
- The aspect ratios of the indications must not be changed

Daytime Publication Delivery indications in text format on the item

- The indication can be imprinted or printed out in text format. The minimum font size for the indication is 12 pts. Do not write the indication by hand.
- Any color used in the indication is acceptable, provided that it is distinct from the item cover.

Daytime Publication Delivery		
Recommen- dation	<< PPJ - Posti Oy << Posti Green	<< PPJ - Posti Ltd << Posti Green
	PPJ- Posti Oy Posti Green	PPJ - Posti Ltd Posti Green

Long-distance Publication Delivery and Newspaper 2



Posti Green



Posti Green



Posti Green



Posti Green



The payment indication can be imprinted or printed out on the item cover. Any color used in the indication is acceptable, provided that it is distinguishable.

Do not write the indication by hand.

Recommended size:

- Minimum width 20 mm
- The aspect ratios of the indications must not be changed

Long-distance Publication Delivery and Newspaper indications in text format on the item

- The indication can be imprinted or printed out in text format. The minimum font size for the indication is 12 pts. Do not write the indication by hand.
- Any color used in the indication is acceptable, provided that it is distinct from the item cover.

Long-distance Publication Delivery		
Recommen- dation	<< PET - Posti Oy << Posti Green	<< PET - Posti Ltd << Posti Green
	PET - Posti Oy Posti Green	PET - Posti Ltd Posti Green
Newspaper		
Recommen- dation	<< SAN - Posti Oy << Posti Green	<< SAN - Posti Ltd << Posti Green
	SAN- Posti Oy Posti Green	SAN - Posti Ltd Posti Green

posti