

posti

Posti Economy Standard Letter Pro (19190)

Mailing instructions 1.1.2021



Economy Standard Letter Pro (19190)

Use of the service requires using the Sorting Service

- Product number 19190 used in mailing
- Regional division of mailing automatically retrieved to the mailing list from the Sorting Service
- 2D code produced by the Sorting Service added to the item
 - When adding a code to a letter, you must follow the instructions in [Posti's Guide to Machine-Sortable Items](#)
- General mailing instructions of Economy letters followed in mailing
- Control labels produced by the Sorting Service used in mailing
- The mailing list must not be changed afterwards
 - If there are changes to the mailing after forming the mailing list, cancel the previous mailing list and run the Sorting Service again
- If the Information Service is wished to be used in connection with a batch, we recommend bringing the information on the use of the Information Service in the Sorting Service message
- When mailing from outside the Finnish mainland, letters are placed in cardboard boxes or in accordance with a separate agreement
 - The control label produced by the Sorting Service is placed inside the cardboard box on top of the letters
- The postal centers of Helsinki, Tampere, Kuopio and Oulu are the primary posting places, posting time by 5 pm at the latest. When items are posted at a terminal, one (1) working day is added to the delivery time

Additional Handling fee 19235

- Use Economy Standard Letter Pro requires giving the recipient information of the letter in the format accepted by the Sorting Service and in the correct section of the Sorting Service message
- The Sorting Service will automatically add Additional Handling (19235) in the mailing list for letters with address details in the wrong format
- Additional Handling (19235) is added in the following cases
 - Name, mail address and city/municipality:
 - A field is in incorrect format*
 - One or more of the fields are empty
 - Postal code
 - The code in the field does not contain five digits
 - There are spaces between the numbers
 - There are letters in the field



*) The information required for the field is missing (name, postal address or city/municipality). However, the Additional Handling fee will not be charged if there is a spelling error in the name, postal address or city/municipality or if, for example, the apartment number is missing.

There may be specifications to the terms of determining an Additional Handling fee (19235) in 2021.

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