

Please ensure that these mailing instructions for the Pricing Service are visible at your company's mailing station

Posti weighs and prices the letters on your behalf and furnishes them with payment indications. The Pricing Service handles only these items

- Domestic Pricing Service letters, no additional services
- International Economy and Priority Letters and Priority Letters + additional Exprés service

Please make sure that the mailing batch contains only items directed to the Pricing Service and that there is always a signed work order form included in the batch. Forms can be ordered online at posti.fi/lomakkeet.

Instructions for separating and boxing letters – remember the work order form

- Separate domestic and international letters in their own boxes. If the number of letters is low, you can separate them into small bundles and place them in one box.
- When mailing international letters, clearly indicate in additional information whether the item is an Economy or Priority Letter. The additional Exprés service is indicated in the additional information section of the work order form.
- Attach the work order form to the bundles and make sure that the bundles will not come apart during transport.
- Place the signed and dated Pricing Service work order form topmost in each box and mailing batch/bundle.
- Ensure that the work order form does not detach from the mailing batch during transport.
- Ensure that the form has the correct info code, if one is being used.

Surcharges (if applicable)

If an item or a mailing batch are submitted without a work order form, if the Pricing Service Agreement is not in force or if we need to return the mailing batch to the sender, investigation and return costs will be charged according to the price list for additional services and service fees (charges for other work).

If items are brought to the postal outlet without sender information and a work order form, we will charge the recipient for postage fees and the redemption fee.

Posti is not responsible for the delivery speed of items falling outside the scope of the Pricing Service/misdirected items.

More information: Customer service: Transport orders:

posti.fi/pricingservice

posti.fi/business-customer-service

Transport orders placed online are free of charge posti.fi/pickup-order
Orders placed by phone +358 (0)200 92000, Mon–Fri 8 a.m. – 6 p.m., are subject to a charge.