

DISPATCH NOTE

BRIEF INTERNATIONAL – Postage paid*



Posting details

Date of posting	Post business office	Dispatch note no.:
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Mailing details

Name of the mailing	Contract no.:
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Certification/test no.:¹⁾

Disclosures to the customer/Posting party/Lettershop

Customer		Customer no.:	
Address	Zip code	Place	IMIS-no.:
Posting Party/Lettershop		Customer no.:	
Address	Zip code	Place	

Contact person

Name	E-Mail	Telephone
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European Union

Format ²⁾ (without additional service)	Delivery Service	Number of items ²⁾	Total weight (kg) ²⁾
Letter S	Priority		
	Economy		
Letter S non machinable	Priority		
	Economy		
Letter M	Priority		
	Economy		
Letter M non machinable	Priority		
	Economy		
Letter L	Priority		
	Economy		
Letter XL	Priority		
	Economy		
Sum			

European Union

Format ²⁾ (Registered)	Delivery Service	Number of items ²⁾	thereof: number of items ¹⁾			Total weight (kg) ²⁾
			Advice of receipt	Deliver to addressee in person	Insured	
Letter S	Priority					
Letter S non machinable	Priority					
Letter M	Priority					
Letter M non machinable	Priority					
Letter L	Priority					
Letter XL	Priority					
Sum						

European Union

Format ²⁾ (Tracked)	Delivery Service	Number of items ²⁾	Total weight (kg) ²⁾
Letter S	Priority		
Letter S non machinable	Priority		
Letter M	Priority		
Letter M non machinable	Priority		
Letter L	Priority		
Letter XL	Priority		
Sum			

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Dispatch Note Brief international - Postage paid | 01.04.2024

Imprint: Österreichische Post AG, Rochusplatz 1, 1030 Vienna | post.at | Registered Seat: Vienna | Commercial register number: 180219d | Commercial Court of Vienna | UID: ATU46674503

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Rest of Europe

Format ²⁾ (without additional service)	Delivery Service	Number of items ²⁾	thereof: number of items ¹⁾		Total weight (kg) ²⁾
			Goods content ³⁾		
Letter S	Priority				
	Economy				
Letter S non machinable	Priority				
	Economy				
Letter M	Priority				
	Economy				
Letter M non machinable	Priority				
	Economy				
Letter L	Priority				
	Economy				
Letter XL	Priority				
	Economy				
Sum					

Rest of Europe

Format ²⁾ (Registered)	Delivery Service	Number of items ²⁾	thereof: number of items ¹⁾				Total weight (kg) ²⁾
			Advice of receipt	Deliver to address-see in person	Insured	Goods content ³⁾	
Letter S	Priority						
Letter S non machinable	Priority						
Letter M	Priority						
Letter M non machinable	Priority						
Letter L	Priority						
Letter XL	Priority						
Sum							

Rest of Europe

Format ²⁾ (Tracked)	Delivery Service	Number of items ²⁾	thereof: number of items ¹⁾		Total weight (kg) ²⁾
			Goods content ³⁾		
Letter S	Priority				
Letter S non machinable	Priority				
Letter M	Priority				
Letter M non machinable	Priority				
Letter L	Priority				
Letter XL	Priority				
Sum					

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World

Format ²⁾ (without additional service)	Delivery Service	Number of items ²⁾	thereof: number of items ¹⁾		Total weight (kg) ²⁾
			Goods content ³⁾		
Letter S	Priority				
	Economy				
Letter S non machinable	Priority				
	Economy				
Letter M	Priority				
	Economy				
Letter M non machinable	Priority				
	Economy				
Letter L	Priority				
	Economy				
Letter XL	Priority				
	Economy				
Sum					

World

Format ²⁾ (Registered)	Delivery Service	Number of items ²⁾	thereof: number of items ¹⁾				Total weight (kg) ²⁾
			Advice of receipt	Deliver to addressee in person	Insured	Goods content ³⁾	
Letter S	Priority						
Letter S non machinable	Priority						
Letter M	Priority						
Letter M non machinable	Priority						
Letter L	Priority						
Letter XL	Priority						
Sum							

World

Format ²⁾ (Tracked)	Delivery Service	Number of items ²⁾	thereof: number of items ¹⁾		Total weight (kg) ²⁾
			Goods content ³⁾		
Letter S	Priority				
Letter S non machinable	Priority				
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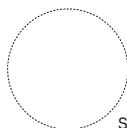
Receptacles/pallets

Customer number for receptacles:

Attention! Number is absolutely necessary in case it differs from SAP-number of posting party/lettershop

Number	Receptacles/pallets	Number	Receptacles/pallets	Number	Receptacles/pallets
	Europallet		Roll container - large		Letter box - large
	Single use pallet		Letter roll container		Carton
	Roll container - small		Letter box - small		Miscellaneous

Confirmation of acceptance/Post internal purposes



Stamp and signature of post office employee

Accuracy of information provided by the customer in this dispatch note subject to review by Österreichische Post AG (Austrian Post) within the quality assurance process.

Format definition

	Letter S	Letter M	Letter L	Letter XL
Weight	0 - 20 g	> 20 - 75 g	0 - 2,000 g	0 - 2,000 g
Minimum size	140 mm × 90 mm	140 mm × 90 mm	140 mm × 90 mm	140 mm × 90 mm
Maximum size	235 mm × 162 mm	235 mm × 162 mm	353 mm × 250 mm	Length + width + thickness = 900 mm
Maximum thickness	5 mm	5 mm	30 mm	500 mm

Comment: as soon as a format's dimension and/or weight limit has been exceeded, the item is automatically assigned up to the next format.

Country classification

Zone 1 European Union:

Belgium, Bulgaria, Croatia, Republic of Cyprus (exkl. Turkish Northern Cyprus), Czech Republic, Denmark (exkl. Greenland and Faroe Islands), Estonia, Finland (exkl. Aland Islands), France (exkl. French overseas territories), Germany (exkl. Helgoland and Büsingen), Greece (exkl. Mount Athos), Hungary, Ireland, Italy (incl. Campione d'Italia, Lake Lugano, exkl. Livigno), Latvia, Lithuania, Luxembourg, Malta, Monaco, the Netherlands (exkl. Dutch overseas territories), Poland, Portugal (incl. Azores, Madeira), Romania, Sweden, Slovakia, Slovenia, Spain (exkl. Canary Islands, Melilla, Ceuta).

Also applicable for future member states of the European Union once they join the European Union.

Zone 2 Rest of Europe:

Aland Islands (Finland), Albania, Andorra, Armenia, Azerbaijan, Belarus, Bosnia-Herzegovina, Büsingen (Germany), Canary Islands (Spain), Ceuta (Spain), Cyprus (Turkish Northern Cyprus), Faroe Islands (Denmark), Georgia, Gibraltar, Great Britain and Northern Ireland, Greenland (Denmark), Guernsey (Great Britain), Helgoland (Germany), Iceland, Isle of Man (Great Britain), Jersey (Great Britain), Kazakhstan, Kosovo, Liechtenstein, Livigno (Italy), Melilla (Spain), Montenegro, Moldova, Mount Athos (Greece), Northmacedonia, Norway, Russian Federation, San Marino, Serbia, Switzerland, Türkiye, Ukraine, Vatican City.

Zone 3 World:

All countries and regions not listed in zone 1 (European Union) and zone 2 (Rest of Europe).

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