

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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Product details

Zone 1 European Union

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

* The product-specific General Terms and Conditions apply.

1) required if available or applicable

2) required information

3) subject to declaration (customs)

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Zone 2 Rest of Europe

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

Zone 3 World

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

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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
	Europallet
	Single use pallet
	Roll container - small

Number	Receptacles/pallets
	Roll container - large
	Letter roll container
	Letter box - small

Number	Receptacles/pallets
	Letter box - large
	Carton
	Miscellaneous

Confirmation of acceptance/Post internal purposes

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- 1) required if available or applicable
- 2) required information
- 3) subject to declaration (customs)



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 (incl. Monaco, 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, the Netherlands (exkl. Netherlands Antilles), 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), North Macedonia, Norway, Russian Federation, San Marino, Serbia, Switzerland, Turkey, Ukraine, Vatican City.

Zone 3 World:

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

You will find information about data protection in Austria at post.at/dataprotection