

# Packing and labelling Unaddressed Direct Mail

Valid from 1.6.2023

## Packing on EUR pallets

- Only EUR pallets can be used
- Maximum weight per pallet is 800 kg
- Maximum height per pallet is 120 cm

## The items

- Must be stacked properly, and no items must hang off the pallet on any side. Any plastic wrapping or straps surrounding the pallet must not be so tight that the items are being bent or damaged
- Shall as far as possible be facing the same direction
- Must be spread evenly on the pallet, especially if the number of items are too few to make up a full pallet
- Must always be properly secured, for safe transportation. Note that pallets can be stacked on top of each other during transportation
- Must be packed with only one distributor per pallet

If any questions, please contact your sales representative or customer service on telephone 04045.

## Items stacked individually on pallets

When the items are stacked individually on EUR-pallets, adequately securing can be done in different way depending on the layout of the mailing:

- Plastic, pallet lids with cross-strapping
- Pallet lids with cross-strapping
- Plastic straps with cross-strapping

## Bundles on pallets

Items that are not suitable for packing individually on pallets and items with special formats must be packed in bundles and strapped (no plastic or boxes) before packed safely on pallets. Each bundle must have the same number of copies. Maximum weight per bundle is 6 kg.

## Single bundles

If the number of items is too few to cover a layer on the pallet, the items can be handed in as single bundles or in boxes. Make sure to strap the bundles securely. Maximum weight per bundle is 6 kg.

## Cardboard boxes

Alternatively the items can be packed loosely in cardboard boxes, if bundling is not suitable. Maximum weight per box is 6 kg.

Items packet in bundles or cardboard boxes must be packed with only one distributor per bundle or box.



### Pallet labels and consignment note

Pallets, cardboard boxes and bundles must be clearly marked with pallet labels, and a consignment note must be handed in along with mailing handed in. The pallet label must be placed on the short side of the pallet and be easily readable. Make sure that pallet straps do not cover the label.

Pallet labels and consignment notes should be printed by the customer or a third party designated by the customer to handle the packing and handing in

- If ordered online at MyPost you will receive an e-mail with a link directly to our website where to print the labels and consignment note.
- If ordered through our customer service, log in to MyPost to get the labels and consignment note.

On our website you will also find details on the number of items to be packed to each Distribution centre.

Calculate the number of pallet labels based on how many items will fit per pallet, bundle or cardboard box, and print out your pallet labels and consignment note. The pallet labels are automatically numbered with for example:

- Østlandsterminalen PRS: 1 of 4
- Østlandsterminalen PRS: 2 of 4

If you for any reason should miscalculated the first time, go back to make the necessary corrections and print out updated versions. Note that all pallet labels have a unique bar code, and for that reason copies of already printed labels will not work.

### Handing in

The consignment note must be handed in along with the mailing. The consignment note is a summary of your order and the basis for invoicing of the actual mailing.

To avoid breaking up packaging, please note that 15 copies of the items must be annexed to the consignment note. Random controls of the content may also occur.

Handing in place and date are stated on the pallet labels and must be complied. If any changes are required, please contact your sales representative or customer service on telephone 04045. Calling from abroad: +47 22 03 00 45.

### Consequences of deviation

Bring requires that pallets are packed in such way that neither the items on top or bottom of the pallet can be damaged. Damaged items caused by poor packaging will not be compensated by Bring, and may cause that parts of the mailing is not being delivered.

Deviations from the above mentioned terms may cause that the mailing is not accepted for delivery.

Deviations discovered on already handed in mailings may cause delays in delivery and extra costs.

All extra costs are payable by the customer.

*Attachment: Format requirements for unaddressed direct mail*



Max. size  
24 x 32 cm

# Template

Format requirements for unaddressed direct mail. Standard formats.

## Format

All items must be identical, i.e. have the same weight, format and covers, if any

- Minimum size: 12,5 x 14,8 cm.
- Maximum size: 24 x 32 cm.
- Maximum thickness: 0,5 cm.
- Maximum weight: 200 grams.

Formats exceeding 24 x 32 cm must be professionally folded with a sharp edge to fit within the above measurements.

## Attachments

The items must not contain any objects.

## Covers

If the item consists of multiple sections, always use the largest section as cover. Do not use plastic, very thin or glossy paper as covers.

## Paper quality

As a general rule the paper weight must be at least 60 grams per m<sup>2</sup>. If the item is one single page, the paper weight needs to be at least 120 grams per m<sup>2</sup>.

## When folded

The fold must have a sharp edge!

Folded on the  
longest side

Folded on the  
shortest side

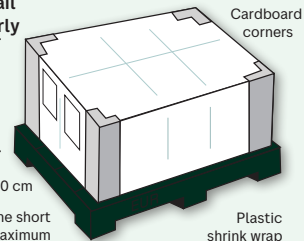
Size max 21x 21 cm and  
min 14,8 X 14,8 cm.

Unaddressed direct mail  
must be packed properly  
on EUR Pallets.

Make sure that no  
item hangs over the  
edges of the pallet.

Maximum high per pallet: 120 cm

Labels placed on the short  
side of the pallet. Maximum  
weight per pallet: 800 kg



Maximum thickness: 0,5 cm

Min. size  
12,5 x 14,8 cm