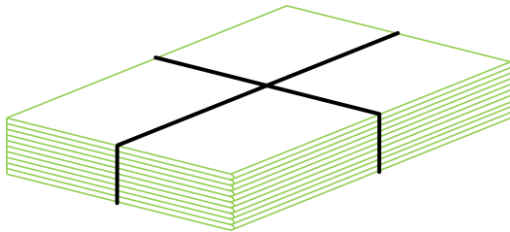# Packing and Labelling Requirements for Bundles

Pre-sorting of items in bundles

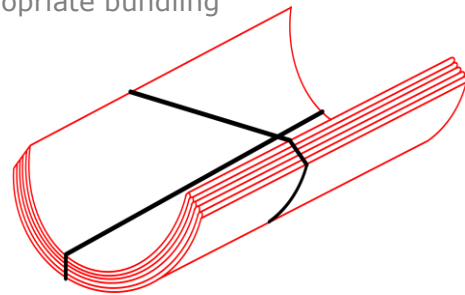As many items as possible in a mailing shall be sorted by the 4 digits of the postal code.

Pre-sorting in bundles depends on the number of items to each postal code, the properties and the weight of the items.

All the bundles must have an approximately flat top and bottom to ensure that the address side is not being bent.

Appropriate bundling   Inappropriate bundling

Guidelines for packing bundles:

Domestic service:
- 4-digits bundles*: As a general rule 10 or more items to the same postcode shall be packed in a separate bundle. Fewer items may be bundled by the 4 digits provided that the bundle has an approximately flat top and bottom, and that the address side is not being bent.
- 2-digits bundles: When there are not enough items to make up a 4-digits bundle, the items shall be bundled in separate bundles per region by the first 2-digits of the postal code. A region bundle can contain several different postal codes, but the first 2-digits of the postal code must be identical in the entire bundle.
  Mixed bundles: If there are few items to one region the items to several different regions can be packed together.

  * Customers with production facilities for sorting street addresses we recommend that items in 4 digits bundles are packed alphabetically by street address in ascending order

International service:
- If there are minimum 10 items to the same country, or fewer items that can be made up in a approximately flat bundle, the items shall be bundled and labelled to the recipient country.
- If there are fewer than 10 items, these should be bundled and labelled to "Utland 0019 Oslo"
- Please note: all items to abroad must be packed in envelopes or be poly wrapped

Packing of items in bundles (domestic)
Items sorted in bundles shall be packed according to: Packing list for items sorted in bundles

Labelling of the bundles
Due to the machine processing of Posten Norge AS, the labelling of bundles must be standardized. Bundles sorted by the 4-digits of the postal code, bundles sorted by the first 2-digits of the postal code and Mixed bundles must be labelled in compliance with the following requirements.

Bundles packed by all the 4-digits of the postal code
Bundles packed by the 4-digits shall be labelled and handed in in one of the following ways:

1. The top item is the address carrier of the bundle provided that the items meet the requirements for machine readable addresses. See the following guidelines.
2. The bundle shall be labelled with a standard top sheet for 4-digits bundles. See the following guidelines.
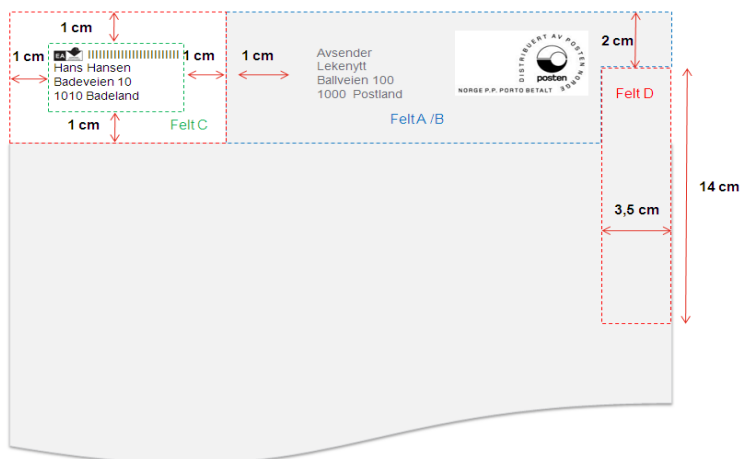
A standard top sheet for 4-digits bundles must be used if a single item does not comply with the requirements for machine readable addresses.

Bundles packed by the 2-digits of the postal code and Mixed bundles
For bundles packed by 2-digits and Mixed bundles a top sheet must always be applied.

For the layout of the standard top sheet for 2-digits bundles and Mixed bundles, see the following guidelines.

Single item address carrier for 4-digits bundles

Example of machineable single item without envelope

When the address field, **Field C**, on single items meets the requirements for machine readable addresses, the bundle can be packed without a top sheet.

Placement of the address field
- The address field must be set according to the left margin, cf. Field C
- Logo/graphic elements can be placed to the left of the recipient's address provided that these elements do not contain digits and/or text that can be mistaken for a postal address (e.g. postal code, names of place and country or telephone number)
- There must be a blank space of minimum 1cm surrounding the entire address field and from all edges or any text or graphic elements.

The recipient's address, Field C, should be set up as follows:
- The address always consists of at least 2 lines
- All lines are set with a straight left margin
- All lines are parallel with the upper edge of the item
- All the lines have the same line spacing of 1 or 1, 5 without open lines
- The spacing between words is 1 or 2 characters (space bars)
- Customer number/ID or EA (electronic address updating) is always placed at the top of the

Typeface/fonts and font size
The following typefaces/fonts and font sizes shall be used in the address field, Field C:
- Arial in font sizes 10,11,12
- Courier New in front sizes 10,11,12
- Verdana in font sizes 9,10,11,12

The same font and font size must be used in the entire address.

Bold, *Italic* and <u>underlined</u> text are not allowed.

Print contrast and background
The address must be printed with dark print on light one-coloured background; Print/Contrast Ratio (PCR) must be minimum 50 %.

Layout of the top sheet for 4-digits, 2-digits and Mixed bundles

The top sheet must as far as possible cover the item and always be placed so that the recipient's address and the return address of the item or any other information that can be mistaken for an address, are properly covered.
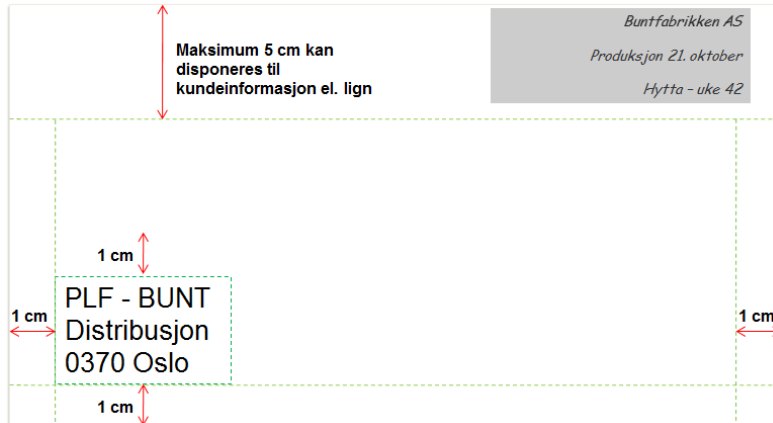
Fonts, font size and lines
The following setup applies to the address field of the top sheets:

- Arial, Verdana or Courier New shall be used in font sizes i 10-20
- The address must have a straight left margin
- All the lines must have the same line spacing of 1 or 1,5
- Fonts and font sizes must be the same in the entire address
- **Bold,** *Italic* and <u>underlined text </u>are not allowed.
- The top sheet must be white or light one-coloured, and the address must be in dark print, Print Contrast Ratio (PCR), minimum 50 %.

Placement of the address field and customer information

- The address field (postal code and/or regional address) must be placed minimum 1cm from the edges of the top sheet and in a way that bundling straps or strings do not cover the address field.
- There must be a blank space of 1cm around the entire address field
- The top sheet, including the customer information area, must not contain any information that can be confused with the addressing of the bundle, e.g. the sender's address/return address.
- An area above the address field of maximum 5cm from the upper edge of the sheet may be used for customer information etc.
- The font size of the customer information should not be larger than the one used for the postal code/region address.

Address field on standard top sheet for 4-digits bundles

	Buntfabrikken AS
Maksimum 5 cm kan disponeres til kundeinformasjon el. lign	*Produksjon 21. oktober*
	Hytta – uke 42

1 cm

1 cm

PLF - BUNT
Distribusjon
0370 Oslo

1 cm

1 cm

The top sheet for 4-digits bundles shall have an address of 3 lines:The keyword "Distribution"
 A 4-digits postal code Post office according to the contents of the bundle.

Example of top sheet for 4-digits bundle. The address area may be given an alternative placement provided that there is a blank space of minimum 1cm around the address area and from the edges.

Address field on standard top sheet for 2-digits bundles

	Buntfabrikken AS
Maksimum 5 cm kan disponeres til kundeinformasjon el. lign	*Produksjon 21. oktober*
	Hytta – uke 42

1 cm

1 cm

PLF - BUNT
Region 13
0020 Oslo

1 cm

1 cm

The top sheet for 2-digits bundles shall have an address of 3 lines:
Region number
Postal code/place

Address list for standard top sheet for 2-digits bundles

The list shows which postal code/place to use for the different regions. See the last page of this document.

Example of top sheet for 2-digits bundles. The address area maybe given an alternative placement provided that there is a blank space of minimum 1cm around the address areaand from the edges.

Address field on standard top sheet for Mixed bundles

	Buntfabrikken AS
Maksimum 5 cm kan disponeres til kundeinformasjon el. lign	*Produksjon 21. oktober*
	Hytta – uke 42

1 cm

1 cm

PLF - BUNT
Avgang
Diverse

1 cm

1 cm

Mixed bundles shall have an address field of 3 lines: The keywords "Avgang" and "Diverse".

Example of top sheet for Mixed bundles. The address area may be given an alternative placement provided that there is a blank space of minimum 1cm around the address area and from the edges.

Address field on the top sheet for bundles for abroad

Bundles for abroad must have a top sheet with an address of 3 lines

Example of top sheet for bundles to the recipient country

Example of top sheet for bundles with items to multiple recipient countries

Packing and bundling

The bundles must be properly packed and tightly secured with straps or plastic wrap. Straps must not obscure any address information to be used by Posten Norge AS. Cross strapping with black straps is recommended to ease the machine sorting of bundles. The quality of the plastic must be minimum 60MY. The plastic must be wrapped tightly around the bundle.

Maximum weight for one bundle is 6kg.

Cross bundling

Example:
Placement of the address when cross bundling with straps are used.

Edge strapping

Example:
Placement of the address when edge bundling with straps are used.

Multi-copies

If there are more copies, open or plastic wrapped, to the same recipient, the copies can be made up into one single item. The top copy must be fitted with machine-readable address and be labeled in compliance with the example below.

The maximum weight of the sample package is 2 kg.

When ordering a mailing you state the total number of items, including the number of copies made up into single items.

Multi-copies shall be handed in together with 4-digits bundles

Example: Labelling of Multi-copies

Address list for standard top sheet for 2-digits bundles

The table shows postal codes/places for the different regions

Postalcode/ Place	Region number	Postalcode/ Place	Region number	Postalcode/ Place	Region number
0019 Oslo	Utland(Abroad)	**3100 Stokke**	Region 31	**7000 Trondheim**	Region 70
0020 Oslo	*Region 01		Region 32		Region 71
	Region 02		Region 37		Region 72
	Region 03		Region 38		Region 73
	Region 04		Region 39		Region 74
	Region 05		Region 45		Region 75
	Region 06		Region 46		Region 76
	Region 07		Region 47		Region 77
	Region 08		Region 48		Region 78
	Region 09		Region 49		Region 79
	Region 10	**4000 Stavanger**	Region 40	**8000 Bodø**	Region 80
	Region 11		Region 41		Region 81
	Region 12		Region 42		Region 82
	Region 13		Region 43		Region 83
	Region 14		Region 44		Region 84
	Region 15		Region 55		Region 85
	Region 16	**5000 Bergen**	Region 50		Region 86
	Region 17		Region 51		Region 87
	Region 18		Region 52		Region 88
	Region 19		Region 53		Region 89
	Region 20		Region 54		Region 94
	Region 21		Region 56	**9000 Tromsø**	Region 90
	Region 22		Region 57		Region 91
	Region 23		Region 58		Region 92
	Region 24		Region 59		Region 93
	Region 25		Region 68		Region 95
	Region 26		Region 69		Region 96
	Region 27	**6400 Molde**	Region 60		Region 97
	Region 28		Region 61		Region 98
	Region 29		Region 62		Region 99
	Region 30		Region 63		
	Region 33		Region 64		
	Region 34		Region 65		
	Region 35		Region 66		
	Region 36		Region 67		

* Region 01 skal comprises both region 00 og region 01