

# International Letter Shipment, non traceable

**International Letter Shipments are suitable for companies that send large shipments of letters to one or more countries. The price is calculated based on the total number and weight per country, format and service level.**

## Destination countries

International Letter Shipments can be sent to all countries.

## First Class Mail Denmark

Small letters at least 300 letters

or

Large letters at least 100 letters

or

Maxi letters at least 30 letters

The above mentioned lowest numbers of letter shipment items to Denmark must be met in order to get first class delivery time in Denmark.

## First Class Mail to all countries

Small letters at least 300 letters

or

Large letters at least 100 letters

or

Maxi letters at least 30 letters

## Economy Mail

Small letters at least 300 letters

or

Large letters at least 100 letters

or

Maxi letters at least 30 letters

The number of First Class Mail and Economy Mail shipment items should be counted separately. Format small, large and maxi letters should also be counted separately.

## Packaging

Always use an envelope or other packaging which protects the contents well.

Exceptions from the wrapping requirement:

- Rectangular and square cards with a paper weight of at least 150 gsm

- Sorted shipments of self-mailers/form seals which are closed on all sides.

## Labelling

State the name and postal address of the recipient and the sender.

All Postage Paid letters should be marked "Port Payé Sweden".

## First Class Mail

Letters should be marked with a blue "Prioritaire 1:a-klassbrev" label or the word "Prioritaire" to the left of the franking.

## Economy Mail

Letters should be marked with the letter "B" to the left of the franking.

## Booking

A Letter Shipment should be booked in advance when it contains more than International Letter Shipment First Class

- 25,000 shipment items or
- items that are thicker than 20 mm and the number is at least 5,000 no later than 09:00 on the posting date (weekday).

## International Letter Shipment Economy

- 50,000 shipment items or
- items that are thicker than 20 mm and the number is at least 5,000 no later than 17:00 on the weekday before posting.

## Sorting mailings

Letters should be placed with the addresses facing in the same direction in PostNord's load carriers.

The letters should be sorted by country, format and speed of delivery. Åland counts as a separate country. Read more at [postnord.se](http://postnord.se) or contact customer service.

## Posting

International Letter Shipments should be handed in at PostNord's Letter Terminals on working days before 6.00 p.m.

International Letter Shipments can be handed in by 4.00 p.m. at the certain PostNord's Business Centers.

For further information about our service offices, see [postnord.se](http://postnord.se) or contact customer service.

## Dimensions and weights

### Small letters

Min. dimensions..... 90 x140 mm

Max. length..... 245 mm

Max. width..... 165 mm

Max. thickness..... 5 mm

Max. weight..... 100 g

### Medium letters

Min. dimensions..... 90 x 140 mm

Max. length..... 381 mm

Max. width..... 305 mm

Max. thickness..... 30 mm

Max. weight..... 2,000 g

### Large letters

Min. dimensions..... 90 x 140

Max. length..... 600 mm

Max. L+W+T..... 900 mm

Thickness..... thicker than 30 mm

Max. weight..... 2,000 g

## Contents

International Letter Shipments may contain documents and small non-valuable goods.

Letters containing goods and which are sent outside EU shall be marked with a unique ID number and a corresponding S10 barcode. There are two different ways to create the unique item ID number:

1. Via the developed printing system Postnord provides
2. Via another Transport Administration system (TA system) approved by PostNord

Letters with item ID-number are not traceable.

### Prohibited contents

Import regulations vary from country to country. As the sender, you are responsible for ensuring that the item sent does not contain any prohibited contents. You can get more information from the Embassy of the country in question, the Business Sweden, customer service or at [postnord.se](http://postnord.se).

## Delivery

Delivery times vary depending on the destination country. For more information, see [postnord.se](http://postnord.se).

The delivery time can be extended in case a shipment item containing goods is sent outside the EU, if the shipment item misses a unique ID number and a corresponding barcode or customs EDI.

## Payment

International Letter Shipments can be sent as Postage Paid letters and paid for by invoice. You can apply at [postnord.se](http://postnord.se) or via customer service. You will find postage prices at [postnord.se](http://postnord.se).

## Customs declaration

On letters sent outside EU containing goods a Customs Declaration should be attached. For more information see at [postnord.se](http://postnord.se).

When using one of the options below the customs information should be provided electronically, including transport-EDI.

1. Via the developed printing system Postnord provides
2. Via another Transport Administration system (TA system) approved by PostNord

PostNord reserves the right to return shipment items to the sender if the customs documentation is incomplete or missing. Furthermore it is mandatory to send customs EDI before posting.

## Security declaration

When you are sending goods within EU, you must attach a Security Declaration to each item. For more information about Security Declaration see [posten.se](http://posten.se).

## Environmentally-certified distribution

PostNord is, since 1999, certified in accordance with ISO 14001, and we are constantly striving to reduce environmental impact.

## Terms and conditions

You can find specific terms and conditions for this service at [postnord.se](http://postnord.se).

## General terms and conditions

For customers paying by invoice or customers with agreements, PostNord's General Terms and Conditions for Commercial Clients and Other Organisations (PAKN) apply.

These terms and conditions can be obtained from  
at [postnord.se](http://postnord.se) or via customer service.

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**PostNord Sverige AB**  
Customer Service

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[www.posten.se](http://www.posten.se)