

# Letter Shipments Domestic

**Shipments enable you to reach recipients throughout Sweden. You can choose a more environmental option for your mail-outs using Climate efficient Letter.**

Your letters can be sent as an Unsorted shipment, at least 500 letters or a Sorted shipment, at least 5,000 letters.

## Packaging

Always use an envelope or other packaging which protects the contents well. The following items can be sent without an envelope/packaging:

- Rectangular cards with a paper weight of at least 150 gsm
- Sorted shipments of catalogues, newspapers and brochures of at least eight pages, fastened with at least two staples in the spine or securely glued, and without loose inserts.
- Sorted shipments of selfmailers/formseals that are sealed on least two sides.

## Climate efficient Letter

Climate efficient Letter is an environmentally adapted service that you can select at no extra cost. The following conditions apply for customers wishing to sent items using our label, for Climate efficient Letter:

- Suppliers at every stage must be certified in accordance with ISO 14 001 or equivalent.
- Paper and envelopes should meet Nordic Ecolabel criteria or equivalent.
- Printing should meet Nordic Ecolabel criteria or equivalent.
- The item and its contents should be recyclable as paper, cardboard or non-rigid plastic.

Carbon neutral distribution. By investing in quality-assured carbon offset projects of the highest standard under the UN's CDM system, which are controlled by the Kyoto Protocol, PostNord's compensates for the greenhouse gas emissions generated by your mailing.

## Labelling

State the name and postal address of the recipient and the sender. All letters must have the same Swedish sender, which must be the same as the invoicee on the delivery note. Mark every letter with a Postage Paid Indicia which you can find at [postnord.se](https://postnord.se).

## Coding area

During the sorting process, a sorting code is printed directly on the shipment item. To be able to print the sorting code on the item, a coding area has to be provided in accordance with the instructions specified in the document "Skicka rätt med PostNord", see [postnord.se](https://postnord.se).

## Booking

First Class Mail shipment should be booked in advance when:

- Your sorted shipment contains 25,000 items or more.
- Your shipment contains at least 10,000 unsorted letters.

Economy Mail shipment should be booked in advance when:

- Your sorted shipment contains 50,000 items or more.
- Your shipment contains at least 20,000 unsorted letters.

Your shipment (unsorted or sorted) contains at least 5,000 items that are thicker than 20 mm.

## Packing slips

Before posting, send an electronic delivery note to PostNord.

## Packing

In our brochure "Sorting and packing instructions" you will find more information on how to sort, pack and address your mailing. You can find this brochure at [postnord.se](http://postnord.se) or order a copy from PostNord's customer service.

## Posting

### Unsorted shipment

Can be handed in weekdays before 16:00 at PostNord Business Center's, or at PostNord Sorting Centre's before 18:00.

### Sorted shipment

Can be handed in weekdays before 16:00 at certain PostNord Business Centers, or at PostNord Letter Sorting Centre's before 18:00.

Find out more about our Service Centers at [postnord.se](http://postnord.se), please see the fact sheet "Drop-off points and Letter areas" or call PostNord customer service.

### Submitting packing slips

When you have used an electronic packing slip, attach the printed delivery note.

## Dimensions and weight

### Minimum and maximum dimensions

Length: min. 140 mm, max. 600 mm

Width: min 90 mm

Combined max. length + width + thickness is 900 mm

A surcharge will be applied to letters wider than 250 mm and/or thicker than 30 mm

All letters in a consignment must have the same dimensions and format. The maximum difference in weight between the lightest letter and the heaviest letter is 30 grams.

## Delivery

First Class Mail Shipments are normally delivered on the first or on the second working day (Monday-Friday) after the drop-off date. Economy Mail, and Climate efficient Letter within four working days. Shipments can be sent throughout Sweden.

## Surcharges

If a shipment has not been labelled, booked or consigned in accordance with the criteria above, a surcharge will be applied.

## Payment

By invoice. You can apply to pay on invoice at [postnord.se](http://postnord.se) or via customer service.

## Environmentally-certified distribution

PostNord is environmentally certified in accordance with ISO 14001, and we can also report service-specific environmental data to customers who would like this information.

## 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 on invoice or customers with agreements, PostNord's General Terms and Conditions for Commercial Clients and Other Organizations (PAKN) apply. These terms and conditions can be obtained from [postnord.se](http://postnord.se) or via customer service.

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**PostNord Sverige AB**  
Customer service

Phone:  
0771-33 33 10  
From abroad:  
+46 771 33 33 10

[postnord.se](http://postnord.se)