



AUSTRALIA POST OFFICE PREFERRED SYMBOL

You can use this symbol provided your envelopes meet the Australian Standard – Mailing Envelopes. No permission is needed and you can set the size to suit your envelope.



BULK MAIL

The recommended minimum size for address window panels:

- Up to C5: 38mm high x 95mm wide
- Larger than C5: 45mm x 95mm wide

CORRECT MACHINE-ADDRESSED LAYOUT

- The return address is in the Service Zone
- Use Courier 12 point
- The ATTN: line goes in the line above the address
- Left aligned
- Suburb, State and postcode are on the same line