

Postcards

Stay in touch and sell more

Have you tried the power of postcards?

Whenever you have to get a message out fast and with confidence, send a postcard. They are simple to use, fast to send and often the first thing to be read in the morning's mail.

Postcards often get through to their target, past the "screen", because they are personal. They force you to be brief and deliver a punchy message. They also give you the power of an image to carry the message. You can even have fun with them!

Postcards can be used with the following services:

- Full rate mail • PreSort Letters • Clean Mail
- Acquisition Mail • Impact Mail • Reply Paid

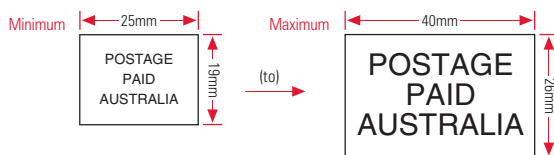
The following information details the layout and size specifications for ordinary (full rate) postcards.

Please refer to the appropriate *service guides* for more information about the bulk mail services.

Layout specifications

- The diagrams overleaf detail the formats to be observed for advertising type postcards, which are not intended to be enclosed in an envelope.
- Advertising or logos are only to appear in the message area zone at the top left hand corner of the postcard. The reverse side of the card is also available for advertising.

Postage Paid imprints – size range

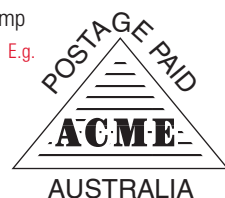


Combined Surface Mail (formerly Off Peak) indicator/ Postage Paid imprint (for PreSort letters)



Personalised imprint

- Must not resemble a postage stamp
- Needs to be approved by Australia Post
- Must adhere to the size specifications and contain the words "Postage Paid Australia" prominently.



Postcard specifications (small article)

The size of a postcard, and its size ratio (width divided by height), must meet the requirements for the letter service.

	Minimum size	Maximum size	Size ratio
Full Rate	88 x 138mm*	130 x 240mm*	At least 1.414*
PreSort Letters	88 x 138mm	130 x 240mm	At least 1.2
Clean Mail	88 x 138mm	130 x 240mm	At least 1.414
Impact Mail	88 x 138mm	130 x 240mm	Any shape
Acquisition Mail	88 x 138mm	130 x 240mm	At least 1.2
Reply Paid	90 x 145mm	130 x 240mm	At least 1.414
International	Conditions vary – for information please call 13 13 18		

* Recommended

Note: Larger postcards may qualify for small plus or large letter sizes.

Irregular or creative shaped postcards

Irregular shaped postcards may qualify for the Impact Mail service. For information visit auspost.com.au/impactmail.

Card stock

The table shows the preferred minimum and maximum values of the attributes of the card stock used for the manufacture of postcards to ensure machine processing.

	Minimum	Maximum
Density	140 gsm (see note below)	500 gsm
Thickness	0.18mm	1.5mm
Stiffness – machine direction	30 mN	1140 mN
Stiffness – cross direction	14 mN	1140 mN

The longer edge of a postcard must be parallel to the machine direction (the grain) of the card stock.

Note: The majority of papers or cards available at 140 gsm do not meet the minimum specifications for thickness or stiffness – unless the paper supplier states that they have been specifically designed for postal use. Card stock that meets Australia Post specifications is available from most paper suppliers.

Colour of stock

Australia Post recommends white stock for postcards, but light tints or halftones on the address side are acceptable. The table shows the range of 78 acceptable colours from the Pantone Matching System (PMS).

100	101	106	107	113	114	120	121	127	128	134	135	136
141	142	148	149	155	162	169	176	196	203	217	250	263
277	290	304	317	331	332	337	344	351	358	365	366	372
373	379	386	393	400	406	413	427	434	441	453	454	460
461	467	468	474	475	482	488	489	496	502	503	510	517
524	530	531	538	545	552	559	566	573	579	580	586	587

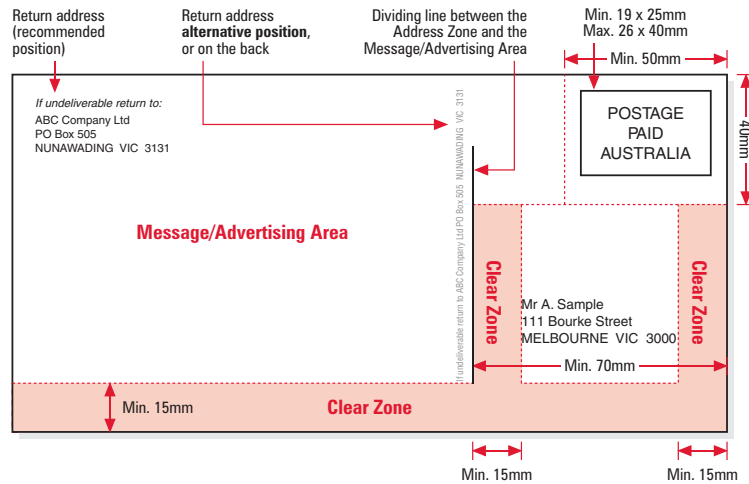
Want to know more?

If you would like more information about postcards or any other Australia Post product or service, please call 13 11 18 or ask the friendly staff at your local Australia Post outlet.

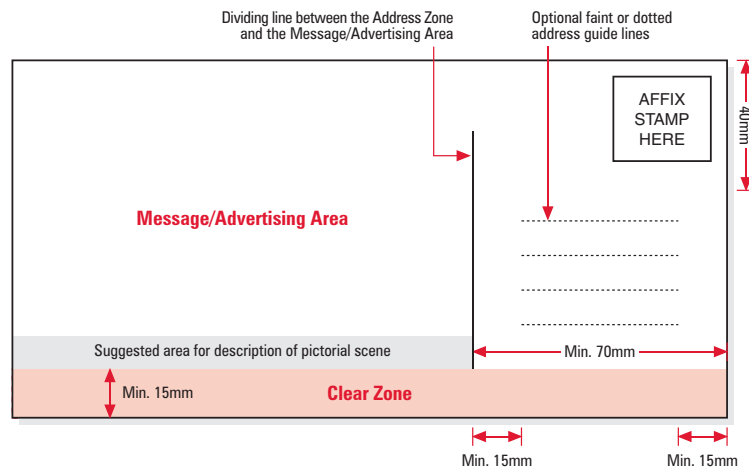
Fact Sheet – Postcards

Full Rate

Machine addressed



Hand addressed

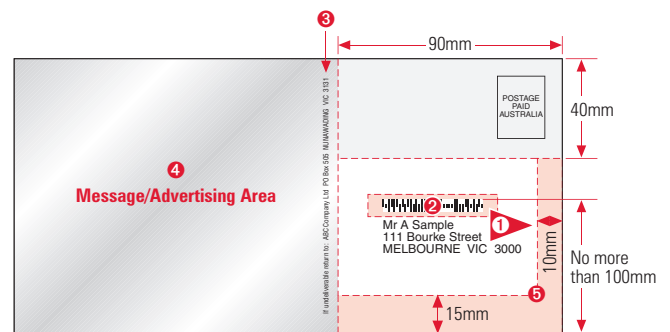


The unaddressed side can be utilised to full capacity.

PreSort Letters

To optimise a Small or Small Plus postcard layout:

- 1 move the barcode and delivery address below the postage zone, as far to the right as possible – *no closer than 10mm from the right edge or 15mm from the bottom edge of the postcard, and no more than 100mm from the bottom edge of the postcard*
- 2 ensure that there is a barcode clear zone clear of any printing around the barcode – *at least 6mm to the left and right and 2mm above and below*
- 3 rotate the return address vertically and print it in one line of text to the left of the postage zone – *no closer than 90mm from the right edge of the postcard, or alternatively, it can be printed on the back, at least 20mm from the bottom edge*
- 4 the whole of the space on the left side of the postcard may be used for the advertising or other printing
- 5 the areas below and to the right of the address can also be used for advertising or other printing *providing it does not resemble an address.*



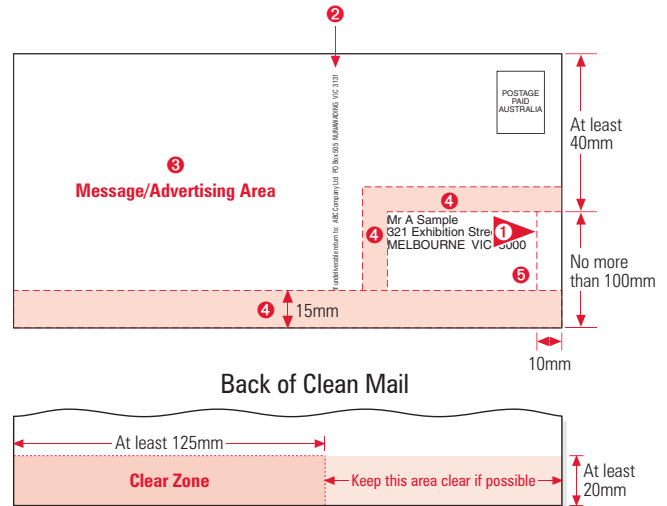
The unaddressed side can be utilised to full capacity.

Fact Sheet – Postcards

Clean Mail

To optimise a layout for a postcard:

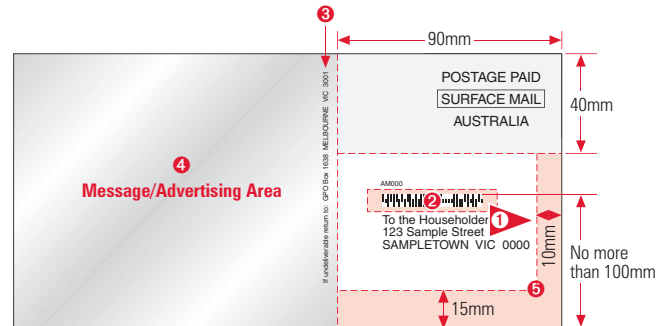
- 1 move the delivery address below the postage zone, as far to the right as possible – *no closer than 10mm from the right edge or 15mm from the bottom edge, with the top of the address at least 40mm from the top edge and no more than 100mm from the bottom edge*
- 2 rotate the return address vertically and print it in one line of text to the left of the postage zone – *no closer than 90mm from the right edge of the postcard, or alternatively, it can be printed on the back, at least 20mm from the bottom edge*
- 3 the space on the left side, above the 15mm clear zone at the bottom edge, may be used for the advertising or other printing
- 4 the clear zone of 15mm at the bottom edge, and the clear zone of 10mm on the left side and top of the address block, can be used for printing *providing that it approximates an approved colour*
- 5 the space on the right side and below the address block may be used for pictures/graphics only (containing no text) *providing that it approximates an approved colour*.



Acquisition Mail

To optimise a layout for a postcard:

- 1 move the barcode and delivery address below the postage zone, as far to the right as possible – *no closer than 10mm from the right edge or 15mm from the bottom edge of the postcard, and no more than 100mm from the bottom edge of the postcard*
- 2 ensure that there is a barcode clear zone clear of any printing around the barcode – *at least 6mm to the left and right and 2mm above and below*
- 3 rotate the return address vertically and print it in one line of text to the left of the postage zone – *no closer than 90mm from the right edge of the postcard* (alternatively it may be printed on the back)
- 4 the whole of the space on the left side of the postcard may be used for the advertising message
- 5 the areas below and to the right of the address can also be used for advertising or other printing *providing it does not resemble an address*.



The whole of the space on the back (non-address) side of the postcard may be used for advertising.

Reply Paid (Domestic)

To optimise a layout for a postcard:

- 1 move the delivery address to the right edge of the delivery address zone – *no closer than 50mm from the right edge of the postcard*
- 2 keep 5mm clear to the left of the delivery address
- 3 move the Reply Paid barcode and address as far to the right as possible – *no closer than 10mm from the right edge of the postcard*
- 4 keep 15mm clear to the left of the Reply Paid barcode and address
- 5 the clear zone of 15mm at the bottom edge of the postcard must be kept clear of any printing
- 6 the remaining space on the left side of the postcard may be used for the advertising or other printing.

