



# **Mailing instructions for Standard Letters from January 1, 2023**

Posti Economy Standard Letter Pro (19190)

Posti Priority Standard Letter Pro (19427)

# Mailing Standard Letters

## Basic mailing instructions

- Standard Letters are always mailed using the Sorting Service
- Product numbers used in mailing
  - Economy Standard Letter Pro 19190
  - Priority Standard Letter Pro 19427
- The 2D code or 4-state code produced by the Sorting Service must be added to Standard Letter items
  - The identification codes used for the items must follow Posti's specifications as to their form and content
  - When adding the code on a letter, follow the instructions in Posti's [Guide to Machine-Sortable Items](#)
- Regional division of the mailing of Economy Standard Letters (19190) is automatically retrieved to the mailing list from the Sorting Service
- Control labels produced by the Sorting Service must be used and the general mailing instructions for Economy letters and Priority letters must be followed in mailing
- The primary posting place is the Helsinki or Kuopio postal center and the posting time is 5 p.m. at the latest.
  - One (1) working day is added to the delivery time of items mailed at the Oulu or Tampere postal centers or terminals.

# Other instructions

- The mailing list must not be changed afterwards. If there are changes to the mailing after forming the mailing list, cancel the previous mailing list and run the Sorting Service again.
- If you wish to use the Information Service in connection with a batch, we recommend including the information on its use in the Sorting Service message.
- When mailing from outside the Finnish mainland, letters are placed in cardboard boxes or in accordance with a separate agreement.
  - The control labels produced by the Sorting Service are placed topmost and loose inside the cardboard box

# Determination of the Additional Handling fee 19235 and 19750

- Use of Standard Letters requires providing the recipient information of the letter in the format accepted by the Sorting Service and in the correct section of the Sorting Service message.
- The recipient's name and address details must be in the same format as they are printed on the item.
- The Sorting Service will automatically add Additional Handling (Economy 19235, Priority 19750) in the mailing list for letters with address details in an incorrect format.
  1. Name, mail address and city/municipality:
    - A field is in incorrect format\*
    - One or more of the fields are empty
  2. Postal code
    - The field does not contain a five-digit number
    - There are spaces between the numbers
    - There are letters in the field



*\*The information required for the field is missing (name, mail address or city/municipality). However, the Additional Handling fee will not be charged if there is a spelling error in the name, mail address or city/municipality or if, for example, the apartment number is missing.*

# Considerations related to the information provided to the Sorting Service

## Name

- Only the recipient's name is entered in the field
- No other information, such as a date, customer number or postal code, is entered in the field
- The Additional Handling fee will not be charged if there is a spelling error in the name or a nickname or an abbreviation is used

## Mail address

- Only the recipient's mail address is entered in the field
- No other information, such as a date, customer number or postal code, is entered in the field
- The Additional Handling fee will not be charged if the apartment number is missing or the mail address contains a spelling error

## City/municipality

- Only the name of the city/municipality (for example, HELSINKI) is entered in the field
- No other information, such as a date, customer number or postal code, is entered in the field

## Postal code

- Only the postal code is entered in the field
- The postal code must have five numbers
- The postal code must not contain any spaces
- The postal code must not contain any letters

posti