

Mailing instructions Public notification

From January 1, 2025

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Public notification

- A Public notification is an unaddressed delivery service for public communications. The service is meant for communications to the state, municipalities and other operators obligated by other authorities or municipalities on behalf of the law:
 - with regard to such official regulations (e.g. notifications of noise and information on waste management regulations) *or/and*
 - public services that can be considered significant to all citizens and the information of which is of general importance.
- A Public notification may not contain commercial advertising or commercial attachments.
- A Public notification is delivered as a separate item and may not be mailed in an envelope
- The minimum order quantity is one postal code

Posting items and exceptional schedules for mid-week public holidays

Public notification

Posting places and times

Helsinki postal center, Postintaival 9, 00230 Helsinki, Finland

Posting time at the latest by	Postal code areas delivered to	Required unitizing level	Additional notes/required additional service
6:00 p.m.	00-99	Delivery office units	Posting on the Thursday of the week prior to delivery

Kuopio postal center, Patterimäenkatu 5, 70800 Kuopio

Posting time at the latest by	Postal code areas delivered to	Required unitizing level	Additional notes/required additional service
6:00 p.m.	00-99	Delivery office units	Posting on the Thursday of the week prior to delivery

Tampere postal center, Perkkoonkatu 13, 33850 Tampere

Posting time at the latest by	Postal code areas delivered to	Required unitizing level	Additional notes/required additional service
5:00 p.m.	26-39	Delivery office units	Posting on the Wednesday of the week prior to delivery, posting to your own area on Thursday

Oulu postal center, Takalaanilantie 2, 90600 Oulu

Posting time at the latest by	Postal code areas delivered to	Required unitizing level	Additional notes/required additional service
5:00 p.m.	84-86, 90-99	Delivery office units	Posting on the Wednesday of the week prior to delivery, posting to your own area on Thursday

Posting places and times

Lieto (area 20-21, 23-25), Ahtokaari 5, 21420 Lieto

Posting time at the latest by	Postal code areas delivered to	Required unitizing level	Additional notes/required additional service
5:00 p.m.	20-21, 23-25	Delivery office units	Posting on the Wednesday of the week prior to delivery, posting to your own area on Thursday

Jyväskylä terminal (area 40-44), Kaakkovuorentie 10, 40320 Jyväskylä

Posting time at the latest by	Postal code areas delivered to	Required unitizing level	Additional notes/required additional service
5:00 p.m.	20-21, 23-25	Delivery office units	Posting on the Wednesday of the week prior to delivery, posting to your own area on Thursday

Seinäjoki terminal (area 60-69), Teollisuustie 28, 60110 Seinäjoki

Posting time at the latest by	Postal code areas delivered to	Required unitizing level	Additional notes/required additional service
5:00 p.m.	60-69	Delivery office units	Posting on the Wednesday of the week prior to delivery, posting to your own area on Thursday

Posting and delivery days for the 2025 mid-week public holidays

Posting and delivery time							
Easter Friday, April 18 and Monday, April 21			May Day, Thurs, May 1			Ascension Day, May 29	
posting	delivery time		Posting	delivery time		posting	delivery time
Wed, April 16	Tues, April 22 – Tues, April 29		Wed, April 30	Mon, May 5 – Mon, May 12		Wed, May 28	Mon, June 2 – Mon, June 9
Midsummer Eve, Fri, June 20			Independence Day, December 6				
posting	delivery time		Posting	delivery time			
Thu, June 12	Mon, June 16 – Wed, June 25		Thurs, November 27	Mon, December 1 – Fri, December 12			



Mailing instructions

Item requirements and dimensions

In order for your item to be handled smoothly, please enter the **exact dimensions of the item** in the ordering channel when placing the order.

Please note the following information

- Minimum size 90 x 130 mm
- Maximum size 250 x 353 x 30 mm
- Maximum weight 50 g
- Minimum paper thickness 0.1 mm (NOTE! standard copy paper is 0.08 mm)
- If the material exceeds the maximum dimensions, it must be delivered folded. It is also possible to purchase folding as an additional service.
- Items may not contain separate attachments.
- Items may not be mailed in an envelope.

Product (paper grade, g)	Dimensions (width x length x thickness, mm)	Unit weight, g
A5 card, 2 p. (250 g)	148 x 210 x 0.25	8
A5 card, 4 p. (250 g)	148 x 210 x 0.5	16
A4 sheet, 2 p. (130 g)	210 x 297 x 0.13	8
A5 booklet, 12 p. (120 g)+ covers 4 p. (150 g)	148 x 210 x 1.02 *	32

* 1 sheet = 2 pages. Thickness: 6 sheets x 0.12 + 2 sheets x 0.15



Unitizing

Principles

- Item unitizing refers to the packaging/loading of bundles on pallets, publication cages and/or rolltainers.
- The selected unitizing level depends on the content, size and quantity of the batch to be sent.
- To avoid damage, the transport unit is loaded so that the contents remain inside the outer edges.



The following weight restrictions must be adhered to when using transport units in domestic transport:

- | | |
|---|--|
| • FIN-pallet: max. use weight 1,000 kg,
exterior dimensions: L120 x W100 x H130 cm | • Half pallet: max. use weight 450 kg,
exterior dimensions: L80 x W60 x H130 cm |
| • EUR-pallet: max. use weight 1,000 kg,
exterior dimensions: L120 x W80 x H130 cm | • Publication cage: own weight 75 kg, max. use weight 1,000 kg,
exterior dimensions: L123 x W103 x H101 cm |
| • Rolltainer: own weight max. 34 kg, max. use weight 250 kg,
exterior dimensions: L84 x W69 x H155 cm | |

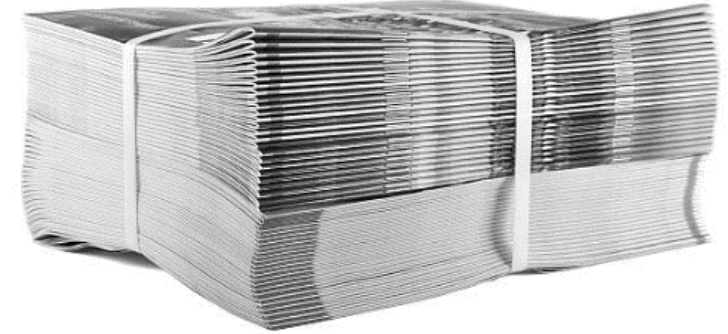
Use weight = transport unit + content

Bundling

Mailing batches are bundled with bundling bands. The maximum bundle weight is 10 kg. The maximum height of the bundle is the same as the shortest side of the item. For example, the maximum height for a bundle with A4-sized (210 x 297 mm) brochures is 210 mm.

- The bundle must withstand mechanical sorting and therefore must be bundled and mailed according to the mailing instructions
- Cross-binding is recommended in a way that the shorter band is on top of the longer band
- A bundle label is attached on top of each bundle

If the thickness of the mailing batch is less than 2 cm, an envelope is used for mailing the batch. For example, 100 A4-sized brochures (130 g/m² paper grade) have a thickness of 1.3 cm. A bundle label is attached to the envelope.



The mailing batches are bundled and a bundle label is attached on top of each bundle

Mailing batch packaging (unitizing) and use of bundle and control labels

Based on the dimensions of your item, the ordering channel gives you the maximum size of the bundle and bundle labels. Before printing the bundle labels, make sure you have entered the exact dimensions of the items and selected the correct transport unit.

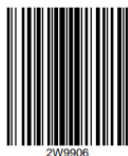
Once bundled or placed in envelopes, items are packaged in accordance with the instructions for unitizing on page 10. **A bundle label is attached to each bundle, and a control label is attached to each transport unit.** The ordering channel tells you how many bundles can be placed in each unit.

- **The bundle label** indicates the contents of the bundle, for example, when and to which postal code/target group the item will be delivered. By attaching a bundle label to your mailing batch, you can better ensure that your item is delivered. The bundle label contains important information for the deliverer.
- Bundle labels are printed from the order channel. The system provides the available bundle sizes based on the dimensions/weight of the item.

- **The control label** tells where the item is going. You get the postal code directions automatically from the ordering channel. Control labels are printed from the order channel.

Bundle and control labels

OSOITEPOSTINUMERO: 15000 JAKELUTOIMIPAIKKA	
TÄSSÄ KIMPUSSA, kpl 5284	OSOITEPOSTINUMEROON YHT. 5284
JAKELUPÄIVÄ 04.12.2024	KOHDERYHMÄ Kaikki jakelupisteet
Tuote: Julkinen tiedote Kuljetusyksikkö: R001 Lisätiedot: SAW33/Testi Sähköisen lähetyslistan nro: 135344050, asiakasnumero: 429342 Postinumerot: 15100 Kimput: 51x100, tasauskimput: 1x184	



A **bundle label** is attached to each bundle/envelope.
It is white. Please note: the barcodes must be visible

Julkinen tiedote R001 04.12.2024 POSTITUSPV: 2.12.2024 Erälajitelu, Helsinki, 1 ISA: 135344050	
Sisältö 15000 TESTI SAW33/Testi	
Hki POK TRECO A 15000	
LP 6.5 AS: Posti Oy	
Lähettilä ja postituspaikka Kontakti, 00230 HELSINKI 00230 Ongelma	
Hki POK TRECO A 15000	
Sisältö 15000 TESTI SAW33/Testi	
R001 04.12.2024 POSTITUSPV: 2.12.2024 Erälajitelu, Helsinki, 1 ISA: 135344050	
Julkinen tiedote	Rullakko (119 kg) 4050

The **control label** is attached securely to the item/transport unit (pallet, publication cage, rolltainer, box) so that it does not become loose during transport but in such a way that it can be removed intact. The labels are white.

Bundle and bundle label requirements

Bundle

- Bundle height cannot exceed the width of the bundle's shorter side
- The minimum thickness is 2 cm
 - Bundles falling below the minimum thickness must be enclosed in an envelope with a bundle label attached on top of the envelope
- The maximum weight is 10 kg
- Must endure machine sorting
 - Cross-binding is recommended in a way that the shorter band is on top of the longer band
- Bundle label postal code/barcode information must not be covered

Bundle label

- The size of the bundle label is at least half of the size of the item's largest page but not smaller than 90 x 130 mm
- They can be printed from the ordering channel
- The labels are white
- Bundle labels are required for all bundles

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