

Reply Paid

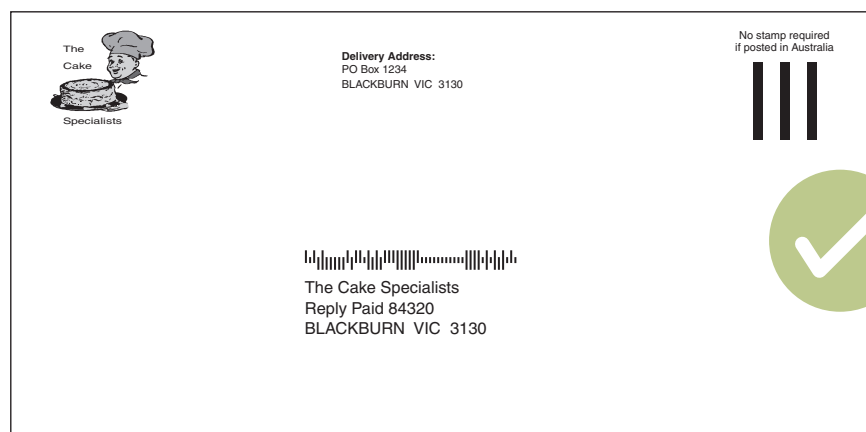
Examples of correct domestic small letters



Example of a correct Priority barcoded envelope



Example of a correct barcoded envelope (not Priority)



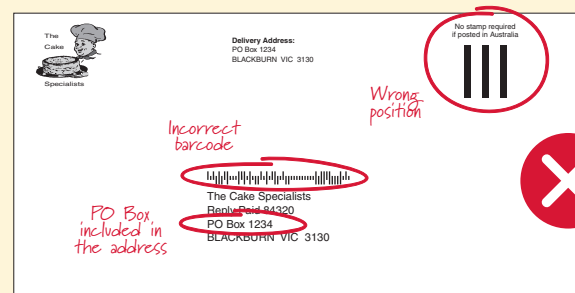
Example of a correct hand-addressed envelope

(Charged as a non barcoded article)



Note: An envelope may look “correct” but cannot be processed if the barcode cannot be read, or if the barcode does not match the Reply Paid address.

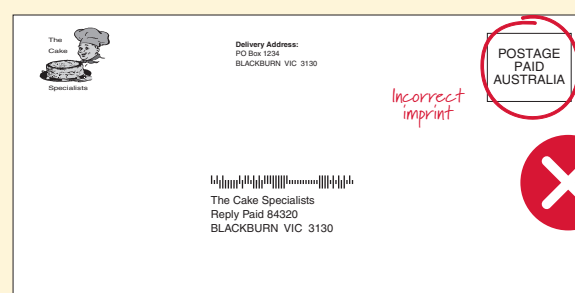
Examples of incorrect Reply Paid domestic small letters



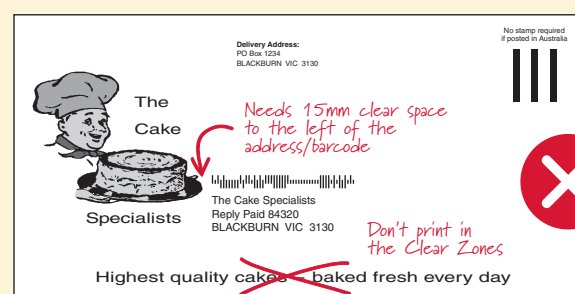
- ✗ The barcode is incorrect – did the printer copy it from previous artwork?
- ✗ The Reply Paid address block should not include a post office box – it should only be in the delivery address.
- ✗ The Reply Paid Imprint is too far to the left – perhaps this artwork has been printed onto a larger envelope than it should be.



- ✗ The barcode is too small and very poor quality.
- ✗ The Priority delivery indicator is “low-resolution” and very poor quality – it is important that it prints clearly so that it can be correctly scanned by Australia Post’s equipment.
- ✗ The address is in a stylised font with characters that touch or overlap.



- ✗ “Postage Paid Australia” is the incorrect imprint.



- ✗ There should be at least 15mm clear space to the left of the Reply Paid address and barcode.
- ✗ The bottom 15mm of the article is a Clear Zone.

! Incorrect articles will be charged at the non barcoded price.

If you require advice, assistance or need to request a free copy of a Reply Paid envelope artwork file, please send an email to replypaid@auspost.com.au or phone **1300 845 091**.