



POSTING DOCKET (LOCAL)

Mail size (Circle one only)	Weight Per Item (gm)	No. of Articles	Postage/ Other Charges Per Article	Total Charges
* Circle only 1 Mail Size				
1) Standard Regular				\$ _____ c
2) Standard Large				
3) Non Standard				

Other fees	1) Handling Fee	2) Postmarking	3) Others	* Circle only if applicable
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Grand Total				
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It is compulsory for customer to fill in all of relevant fields which include quantity and total postage charges. This will enable us to bill the correct postage rate.

Type of service (circle one only)	Cost centre (where applicable)	Please clock in the time of your posting	
1) PPI *Type of Posting Service		*Clock in the date and time when reach BMC for lodgement	
2) Postmarking (subjected to prevailing min charge)	Booking Number (where applicable)	Title of article (please indicate the full title). For annual report, please indicate the name of the company.	

PPI permit no./ customer account	Customer's ref no. (For customer reference only. This will not be keyed in)	Latest notification/ response dates of addressees (for Annual Report only)	For multiple copies with the same title/ mail make up
*Valid SingPost PPI/ Acct Number		Page	of

Mode of payment (circle one only)	Name of contact person, tel & fax no.	Total weight of consignment	No. of bags/ receptacles	Net weight per receptacle
1) Cash 2) NETS 3) Cheque	Name: _____			
<i>(Circle this only if you have a credit facility arrangement with SingPost)</i>	Tel: _____			
1) Credit	Fax: _____			

Type of articles by content (Circle one only)	Mail Characteristics (Circle for DBM scheme only)	Company stamp (owner of PPI mail)
1) Letters 3) Publications	1) Non machinable & presorted 3) Machinable Barcoded but not presorted	*To be stamp by PPI Owner (Must)
*Type of Article Posting	2) Machinable & presorted 4) Machinable Barcoded & presorted	
2) Direct Mail / Newsletter 4) Annual Reports		
5) Small Packets		

Mailing scheme (Circle one only)	Mailing house/ reseller company stamp (please fill in this for all PPI mail that is lodged on behalf of another PPI Permit Holder)
1) Non Bulk Mail 2) DBM 3) Contract 4) Incoming mail (for PSO only) 5) Others	*To be stamp by Mailing House if lodgement not done by PPI Owner

Reseller Number	MARS - Early Posting	MARS	Sender's signature & date	Amendment agreed by PPI permit holder/ mailing house/ reseller (full name & signature)
	1) Early <small>Cut off timing (Early) DBM: Before 1pm or 3pm Others: Before 1pm</small>	1) With SP Branding		
	2) Late <small>Cut off timing (Late) DBM: After 1pm or 3pm Others: After 1pm</small>			

Below columns are for official use only. Please do not fill in.

Mail quality conditions NOT met (please refer to reverse for classification code)	DBM conditions NOT met (please refer to reverse for classification code)
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Late lodgement charges & PPI permit no. to charge to	Others	
\$ _____ per lodgement	<input type="checkbox"/> Non Bulk Mail Rates to apply as posting conditions not fulfilled	
PPI permit no. to charge to: _____	Reason: _____	
Receipt/ cheque No.	Input by	Accepted by