CEADÚNAS

Terms and Conditions

• Have the following minimum volumes per posting:

Letters:	2,000 items
Packets:	500 items
Parcels:	100 items

- Always use a correct postal address.
- Always present mail divided between local and forward e.g., in Dublin:
 - 1. Dublin City & County (local)
 - 2. All Other Places (forward)
- Keep mail bearing postage stamps or franked impressions separate from Ceadúnas items and keep post with different service identifiers separate.
- Present Ceadúnas items bundled in 50's (for bulkier items bundle in 10's).
- Ceadunas mail must be presented prior to 3pm in Dublin and 4pm elsewhere.
- Mail must be presented with all addresses facing the same way.
- <u>Always</u> use a return address on the front of the envelope in the top left hand corner.
- Ceadúnas items must always be presented at the approved designated posting office.
- Ceadunas mailings must be paid for in advance of, or at the time of, posting except where a Deposit Account is used or where payment is via the Central Billing system (If acceptance officers are in any doubt regarding the status of the customer i.e. Deposit Account/Central Billing, they should contact Mails Revenue Section for confirmation).
- Present a docket for <u>each</u> individual posting with details of the number of items posted at each rate and the total number of items presented.
- Ensure that the cover of Ceadúnas items bears the approved pre-printed logo which denotes prepayment of postage.
- Ensure that the sample logo shown is the only acceptable design.
- Ensure that the mail bearing postage stamps or franked impressions is not included with Ceadúnas items.
- Keep different service identifiers separate.

NB. An Post reserves the right to withdraw this Ceadunas Licence immediately for any breach of these terms and conditions and otherwise can withdraw for any reason on giving 28 days notice.

Ceadúnas - Logo Format

Post town in Irish

e.g. Baile Atha Cliath

Postage Paid	Baile Atha	
Postas Ioctha	Cliath	
	Ceadúnas 1041	

Service Identifiers

Licence Number

e.g. Ceadúnas 1041

(must be shown in the bottom left hand box) "L" - for Letter "DM" - for Postaim "Per" - for Periodicals "News" - for Newspapers "P" - for Parcels "IBMS" - for International Business Mail Services

Minimum logo dimensions are: Width 35mm, length 15mm.

Maximum logo dimensions are: Width 70mm, length 36mm

Ensure that the service identifier is inserted in the bottom left hand box of the Logo format.

For further information please contact us at 1850 26 23 62 Or write to us at: An Post, Customer Services, General Post Office, O'Connell Street, Freepost, Dublin 1.

Application Form for Ceadúnas

Company:							
Name:							
Position in Compa	any:						
Address:							
Phone No. 2		Fa	ax. No				
Nature of Busines	s:						
Posting By:		Aj	Applicant/Publisher/Printer/Agent				
Posters Name:							
Address:							
Office of Posting:							
Estimated Freque	ncy of	f Posting:					
No. of Items per P	Posting						
Destination: Wi	Vithin	the State	•	To Britain		•	
To I		thern Ireland	•	Elsewhere		•	
Category of Mail	Lette	ers	•	Direct Mail		•	
Normally Posted: Periodicals		odicals	•	Newspapers		•	
1 (01 maily 1 0500 at			•			•	
	Parc	els	-	Loyalty Mail		•	
	IBM	IS	•				
Method of Paymen	it:	Cash	Cheque ●	Deposit A/c •	Direct	Debit •	
I agree to be boun postage.	nd by	the condition	ons applicable to	o the Ceadúnas sy	stem for	prepayment of	
Signed:							
Position in Compa	any:						
Date:							
]	Post Office U	se Only			
				Date			
		Entered in l					
		Ceadúnas N	Jumber Issued				