



# How to Make Bundles Suitable for Machine Sorting

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## Further information on bundling:

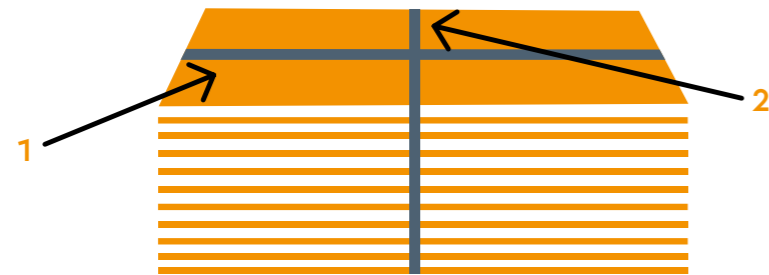
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# Well-made bundles arrive in neat condition

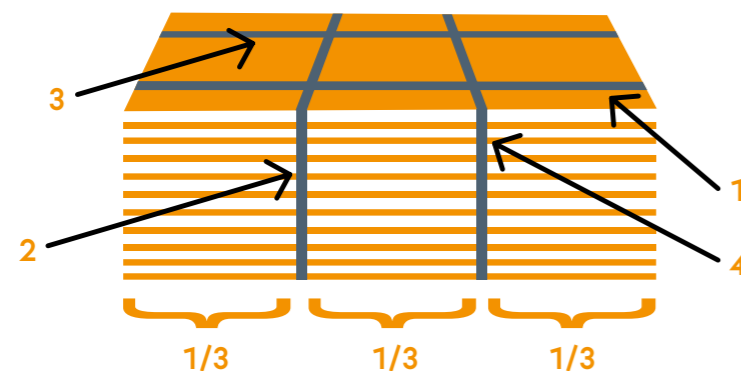
## Bundling instructions

A properly tied bundle that withstands machine sorting guarantees that your mail will remain in one piece and arrive in exactly the same, neat condition in which you sent it.

- The bundle only contains items neatly piled one on top of the other, not bundles side by side
- Tie the bundle using inelastic bands so that it withstands machine sorting
- Tie the bundle, which should be rectangular on all planes (i.e. publication or other symmetrical item), using at least two crossing bands. Start on the longer side. Alternatively, you can use shrink-wrap or other plastic film, and at least one band to reinforce the film seam. Control data must be legible through the film.



- Poorly assembled mailings, due to pullouts or other features creating protrusions, make for misshapen bundles. In such cases, tie the bundle using at least four inelastic bands, two in each direction lengthwise and crosswise, starting from the longer side. Do not place the bands too close to the sides of the bundle. As illustrated, place them at 1/3 distance from the side, on the long and short side alike.



- In addition, when bundling publication-type items that open from one side, we recommend a plastic film or paper jacket to protect the bundle
- Tie the bundle so tightly that it will keep its shape during transport and sorting. Please pay special attention to bundles which contain items with a sliding surface or which will be posted in transport units other than those of Posti Corporation.
- The bundle's height may not exceed the length of its shortest side
- The maximum weight of the bundle is 10kg
- If you use a bundle label, its size must be at least half of the surface area of the item's largest side, but no smaller than 90 x 130mm
- The control data and address information must be clearly legible
- Bundle only rectangular items. Heart-shaped, circular or triangular items do not form durable bundles.

## Packing in a cardboard box

If it is not possible to bundle your items according to the above instructions, due to their properties (surface material, differently shaped pullouts, product samples and misshapenness) they can be packed in cardboard boxes, or those made from a similar material.

### When using boxes, please note:

- Use only cardboard boxes that withstand machine sorting
- Seal cardboard boxes using inelastic bands or tape which withstand machine sorting
- The weight of your items must be spread evenly inside the box, to ensure that they will not move around in transit
- The dimensions and weight applied to the cardboard box will be the same as for the bundle
- Affix a bundle label or other legible product, control and address information to the cardboard box.

## Unbundled items

You can also post items easily by placing them in boxes, in ascending or descending postal code order, with the address sides facing in the same direction. These mailings will be priced as manually sortable.

