



20 1204

Domestic letter/letter with additional

BASIS FOR INVOICING

Type	Reference No.
20	
Person responsible for supplying information, name and tel.no.	Date of posting (year, month, day)
Payee's contact, name and tel. no.	Customer's No.
Sender (if other than payee)	Order No.
Sender/Payee (name and address)	

The form will be scanned. Please use blockletters!

Fee of 20 SEK will be added in filing with the Post's physical invoice data (paper packing slip).
 Posten's applicable invoice data is available at www.posten.se A processing fee of 60 sek based
 on the postage value of the invoice data is less than 300 SEK excluding VAT.

Type of item	Article	Maximum weight (g)	No. of items	Type of item	Article	Maximum weight (g)	No. of items	
1st Class Letter	100	20		Letters with additional services The total number of items- whatever additions, are included in each weight group.	4000060	20		
	100	100			4000060	100		
	100	250			4000060	250		
	100	500			4000060	500		
	100	1000			4000060	1000		
	100	2000			4000060	2000		
Bulky	2000688	—		Surcharges				
Economy Letter	220	20		Registered letters	2000696	—		
	220	100		Registered letter with EDI	2000914	—		
	220	250		Cash on Delivery with EDI	2001195	—		
	220	500		Expres delivery	2000697	—		
	220	1000		Combinations				
	220	2000		Personal delivery	2000098	—		
Bulky	2000692	—		Advice of delivery	2683	—		
Föreningsbrev	290	100		Insured	4000064	Kg 1		
	290	250			4000064	2		
Supplementary lines					4000064	5		
					4000064	10		
					4000064	15		
					4000064	20		
					Market value up to 50 000 kr 1)	2000698	—	
					Market value 50 001 - 200 000 SEK	2000699	—	
					Market value 200 001 - 500 000 SEK	2000700	—	
					Cash on delivery EDI	2001195	—	
				Surcharges				
				Personal delivery	2000098	—		
				Short retention period	2000701	—		
				Market value for means of payment 1)	250-2	—		
				Amount, SEK				

1) For means of payment, market value up to 10 000 SEK.

SSID + stämpel

Del 1 Posten's copy
 Del 2 Customer's copy



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1) For means of payment, market value up to 10 000 SEK.

SSID + stämpel

Del 1 Posten's copy
Del 2 Customer's copy

How to fill in the Delivery Note

The Delivery Note must **always** contain the following data:

- Date of posting
- Customer's number
- Sender's/Payee's name and address
- Name and tel. no. of person responsible for supplying information
- Payee's contact, name and tel. no.

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- ① Enter the number of items in each weightgroup.
- ② The total number of items - whatever - Surcharges entered on each weight group. Surcharges (and possibly combinations) specified in each line. Example: A registered letter that also has the extension Cash on delivery on one of the three (3) lines - one Selection for weight, one for registered letter and one for Cash on Delivery.
- ③ A insured item must always supplemented by a Market value, plus any additions.

Example: A insured item with market value up to 50 000 SEK, which also has the extension Cash on delivery on one of the three (3) lines.- one selection for weight,- one for Market value- and one for Cash on Delivery.
- ④ If the pre-printed lines are not enough, us the supplementary lines.