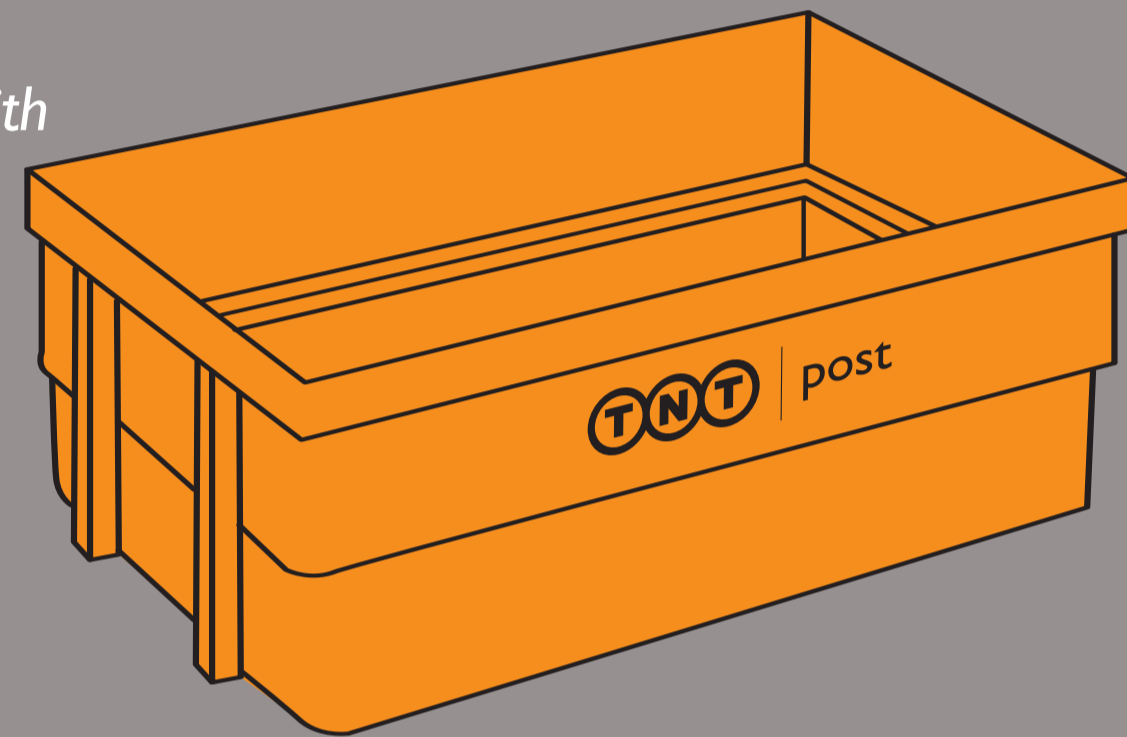


# PremierSort PremierSort Flex

# Presenting your mail

## STEP 1 GETTING STARTED TRAY PRESENTATION

- ✓ Mail must be presented in TNT Post orange trays
- ✓ Use a separate tray for:
  - Different mail formats
  - Different services
  - Items pre-printed with a TNT Post indicia or return address
  - Items not pre-printed with a TNT Post indicia or return address



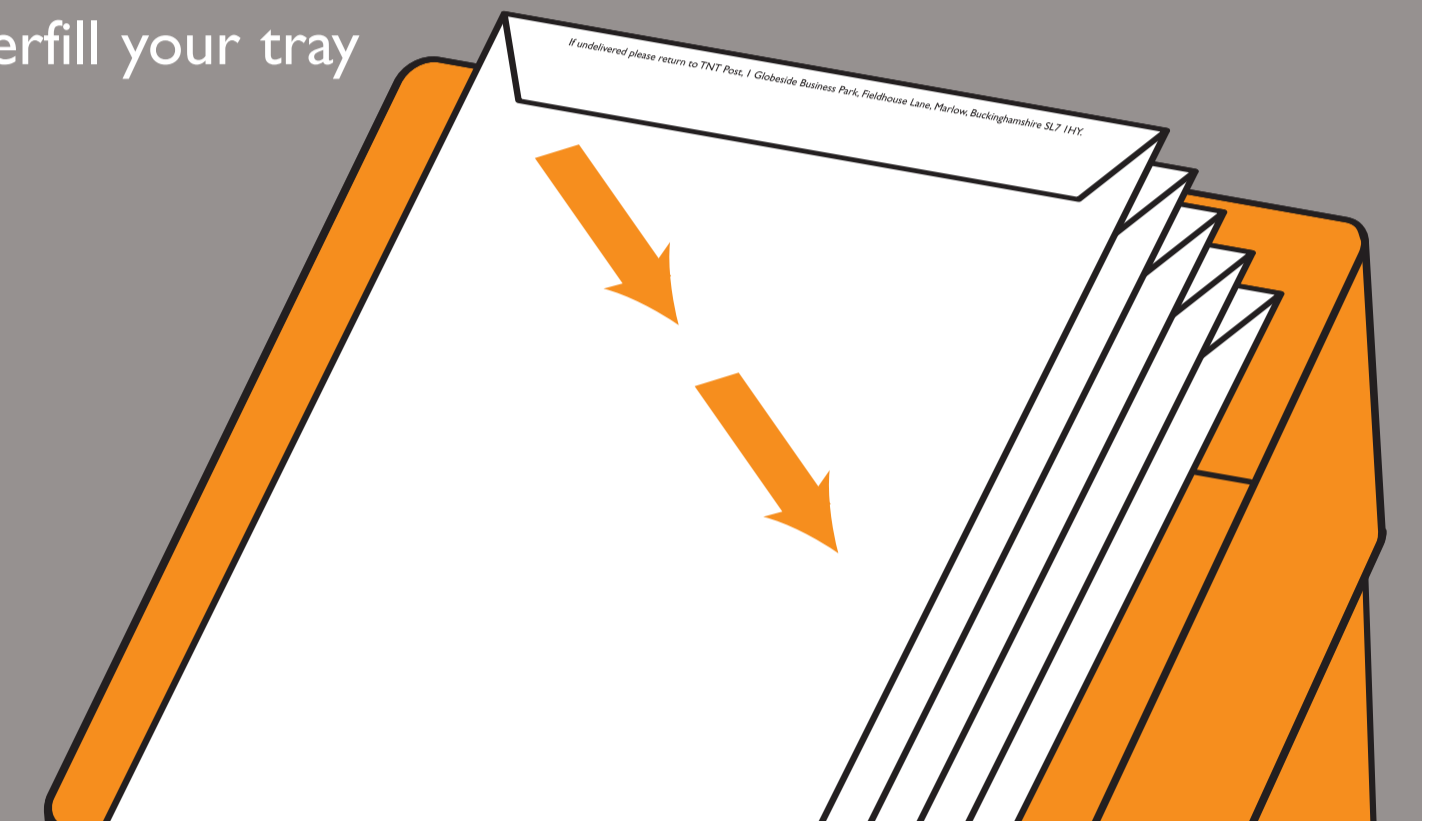
## STEP 2 PRESENTING LETTERS (DL & C5) IN YOUR TRAY

- ✓ Mail should be placed with the address sitting upright
- ✓ Mail should all be facing the same way
- ✓ Mail should be un-banded
- ✓ Do not overfill your tray

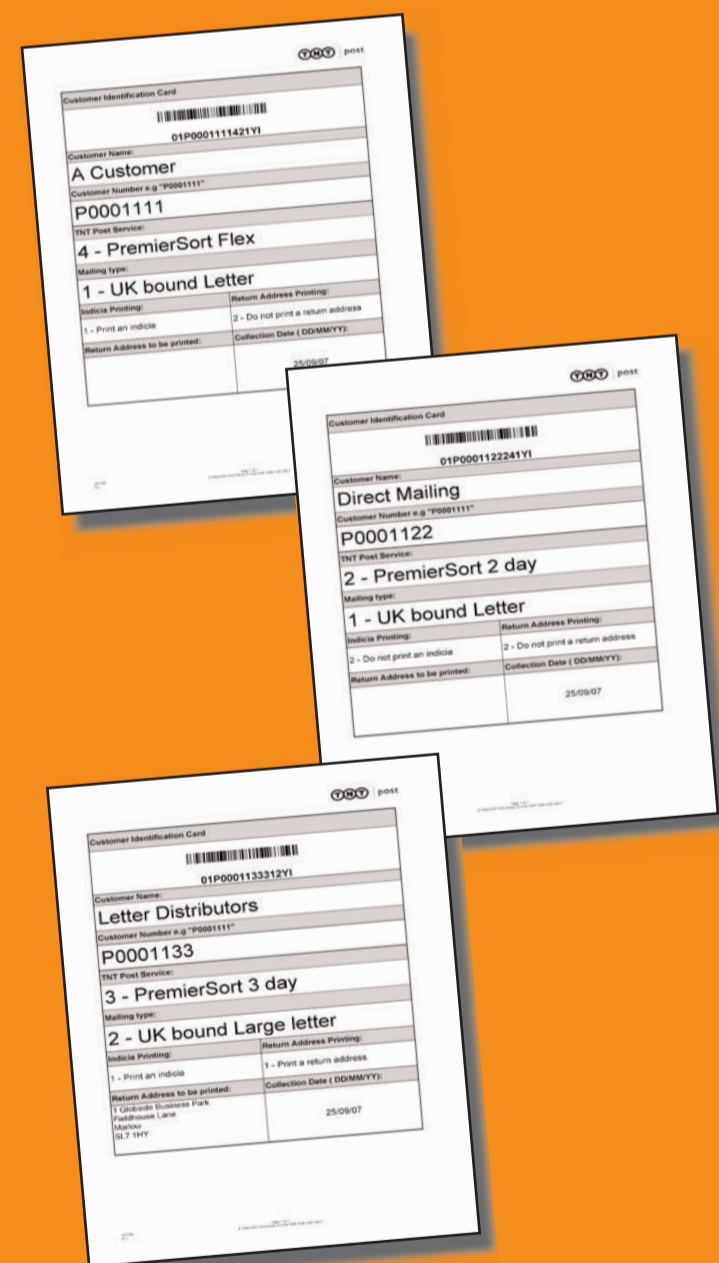


## STEP 3 PRESENTING LARGE LETTERS (C4) IN YOUR TRAY

- ✓ Mail should be placed with the address facing down
- ✓ Mail should all be facing the same way
- ✓ Mail should be un-banded
- ✓ Do not overfill your tray



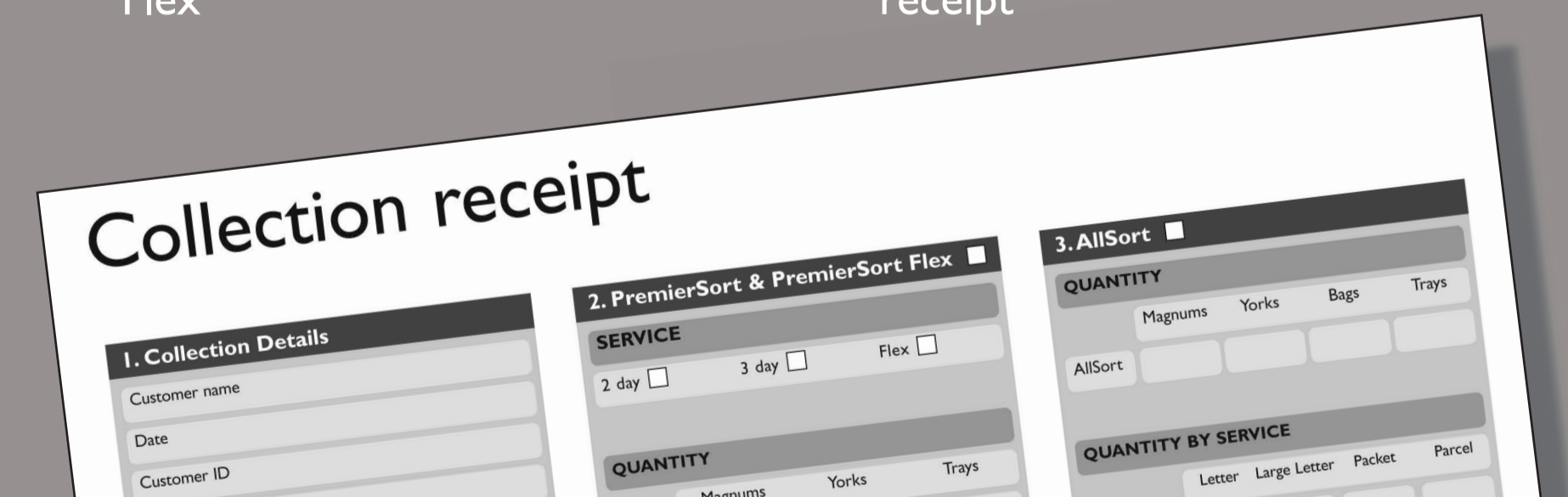
## STEP 4 LABELLING YOUR TRAYS



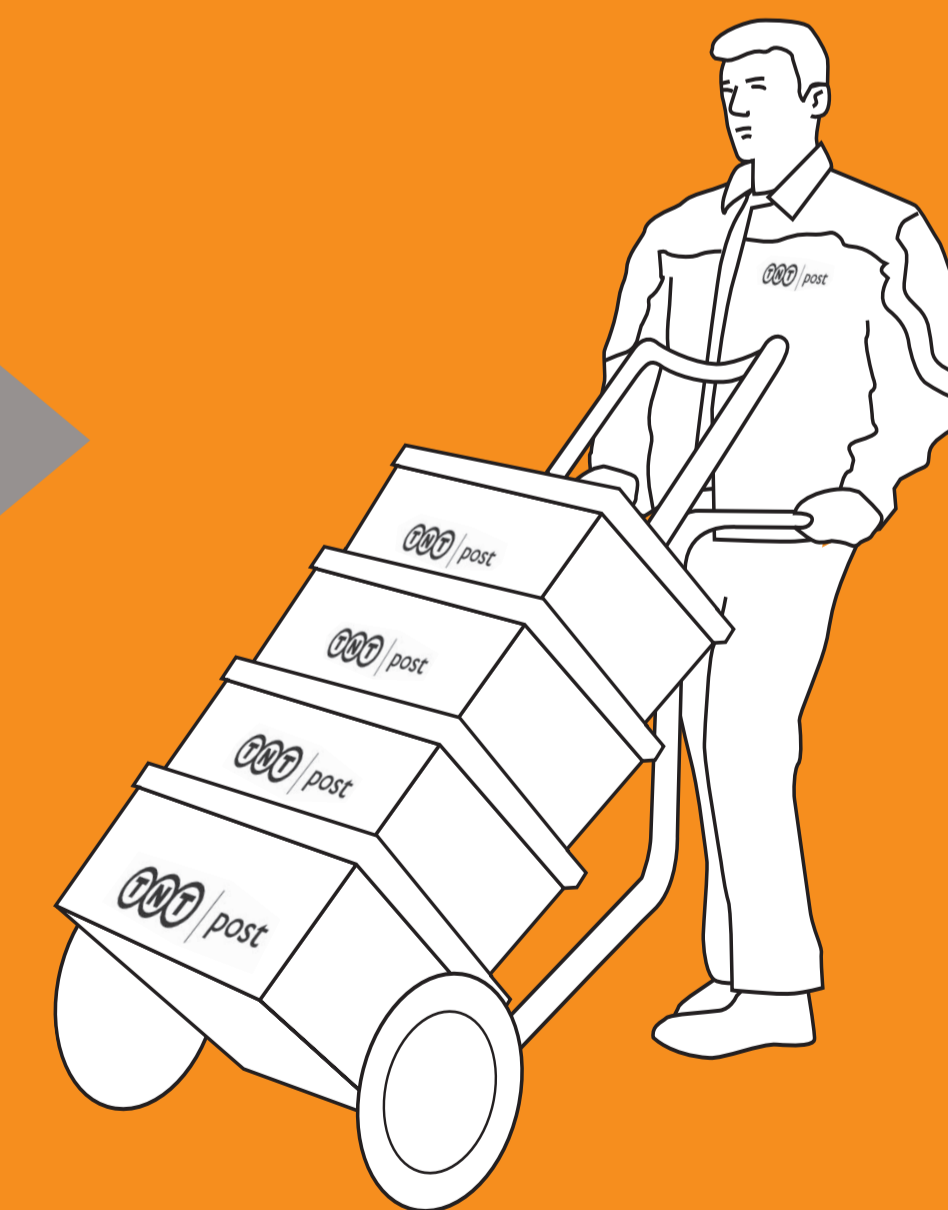
- ✓ Enter your customer name and ID number on the tray label
- ✓ At the 'TNT Post service' box select the service you require e.g. PremierSort 3 day or PremierSort Flex from the drop down menu
- ✓ At the 'Mailing Type' box select the type of mailing you are sending e.g. UK bound letter or UK bound large letter
- ✓ At the 'Indicia Printing' and 'Return Address Printing' boxes, choose whether you require an indicia or your return address to be printed from the drop down menu
- ✓ If you require the return address to be printed by TNT Post, please enter the return address details in the 'Return address to be printed' box
- ✓ Enter the collection date of your mailing
- ✓ Place the tray label on top of the mail so it is clearly visible
- ✓ Place the clear tray lid on the tray to secure the items and the label

## STEP 5 COMPLETING YOUR COLLECTION RECEIPT

- ✓ All collection receipts must be completed prior to collection
- ✓ Complete your details – name, ID number, collection address and date of collection in section 1
- ✓ Select the service you will be using for your mailing in Section 2 i.e. PremierSort & PremierSort Flex
- ✓ Detail the number of trays, magnums or yorks that need to be collected under 'Quantity'
- ✓ Detail the number of items that will be collected under the 'Quantity by Service'
- ✓ Print and sign your collection receipt



## STEP 6 COLLECTING AND REPLENISHING YOUR TRAYS



- ✓ Collection will be arranged by TNT Post
- ✓ The collecting driver will check that your collection receipt is correct according to the trays, magnums or yorks collected
- ✓ The collecting driver will replenish empty TNT Post trays on a one for one basis upon collection or by another agreed arrangement

For more information on how to present your mail, please contact your TNT Post Account Manager.

It's our business to deliver yours

