

Reach + Conversion Media Cash Customer

Cash Customer Terms of Service In order to use the Reach+ Conversion Media service you must first carefully read and confirm your acceptance of the terms and conditions of service set out below. Please sign and date this document and bring it to your mail centre of choice with the mailing you would like delivered. The customer shall provide an exact sample mailing, not containing any personal data, for inspection to confirm compliance with these terms and conditions. The sample of the mailing should be attached to this form.

I accept the below terms and conditions of the Reach+ Conversion Media service.

If you are acting as a printing agent for a company, please state the name of the company on behalf of whom you are acting as an agent:

Company name: _____ Signed: _____

Date: _____ Print Name: _____

Reach + Conversion Media Terms and conditions of the service.

Reach+ Conversion Media (hereinafter “the Service”) is a service for mailings which are purely marketing in nature with minimum volumes of 2,000. By availing of the Service the customer agrees to the following terms and conditions which may be updated from time to time by An Post and will be available here.

Accessing the Service.

To avail of this service you must be an An Post Customer Account holder. The Service will be provided subject to these terms and conditions and the terms of your Ceaddunas Licence. The service identifier for all Reach + Conversion Media is L)

Contents of Mailings

2.1

The contents of Reach+ Conversion Media mailings must be purely marketing in nature. The following categories of mail are not eligible for the Service: (1) items requested by the addressee (with the exception of mail order catalogues) (2) items which contain bills, invoices or financial statements, accounts, annual reports or sales reports; (3) items mailed on a sale or return basis; (4) election and referendum material; (5) items for which a fee is payable by the addressee; (6) receipts for monies received; (7) notification of indexation changes; and (8) items which are required to be sent by law or as part of a contract (other than details of customer loyalty scheme rewards and/or vouchers).

2.2

The Service cannot be used for renewals or distribution of subscriptions; to send mailing notices; or to send registered publications. For the avoidance of doubt, any mailings sent by regulated bodies which are not purely marketing in nature are excluded.

2.3

An Post may carry out random checks on all mailings. In the event An Post find that an item of your mailing does not comply with clause 2.1 and 2.2 single piece postage rates as set out in the Schedule of Charges on our website anpost.ie will apply to every item in the mailing.

3) Operational Requirements

3.1

To avail of this Service you, the customer, shall ensure that all mailings: (i) display the correct Ceaddunas logo within the minimum dimensions allowable, (ii) bear the return address on the top left hand corner (iii) comply with the “[speed up your post guidelines](#)” and (iv) Comply with the Advertising Code of Standards of Ireland. .

3.2

This Service is only available for mailings with a minimum volume of 2,000 in formats DL or C5 postcard & envelope, C4 which comply with the following dimension guidelines:-

Letter/Postcard	Min	Max
Length	140mm	230mm
Width	90mm	162mm
Depth	.18mm	5mm

Large Envelope	Min	Max
Length	250mm	350mm
Width	160mm	250mm
Depth	.75mm	18mm

3.3

Mailings must be capable of being processed by An Post using automated equipment with at least 95 % of the presented mail sortable to its destination by the An Post automated equipment. In the event that a mailing does not reach the minimum Auto Sort Threshold of 95% your mailing will either be returned to you or processed in accordance with the closest corresponding bulk mail volume discount rate

4) Presentation and Delivery

4.1

All mailings must be presented with the relevant eDocket attached before noon at one of the An Post Mails Centres located at:-

- Dublin – Oak Road, Knockmitten, Dublin 12, D12 V4AC
- Cork – Little Island, Cork, T45 X45X376
- Athlone – Dublin Road, Athlone, Co. Westmeath, N37 FF68
- Portlaoise –Father Browne Avenue, Portlaoise, Co. Laois, R32 A32F

4.2

This is a deferred (2days) service which means that mailings will be delivered on the 3rd working day following successful presentation to an An Post Mail Centre.

5) Sample Mailings

5.1

To confirm the contents of a mailing comply with the requirements of this Service you, the customer, shall attach an exact sample mailing, not containing any personal data, to the eDocket for inspection on presentation to the Mail Centre, they shall also email a PDF of the sample to reach.plus@anpost.ie. An Post reserves the right to reject mailings which are not compliant with the terms and conditions of this Service.

6) Fees

6.1

The fees for the Service shall be discharged by the customer prior to or at time of presentation at the Mail Centre. The applicable fees for this Service are available [here](#).

7) Liability

7.1

An Post reserves the right in its absolute discretion to suspend, delay and/or terminate with reasonable notice the Service where the Service is not workable.

7.2

An Post shall be immune from all liability in respect of any loss or damage suffered by you, the customer, because of: (i) any failure or delay in providing, maintaining or operating the Service by An Post; or (ii) any failure, interruption, suspension or restriction of the Service provided by An Post; or (iii) failure by you, the customer, to comply with these Terms of Service; or (iv) termination of the Service

8) Jurisdiction

8.1

This Agreement shall be deemed to have been made in Ireland, is subject to Irish law and to the exclusive jurisdiction of the Irish Courts.