

# Sorting, packing and labelling of newspapers

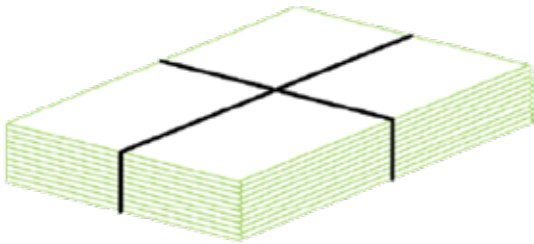
Valid from 02.07.2024

## 1. Sorting, packing and handing-in of bundles

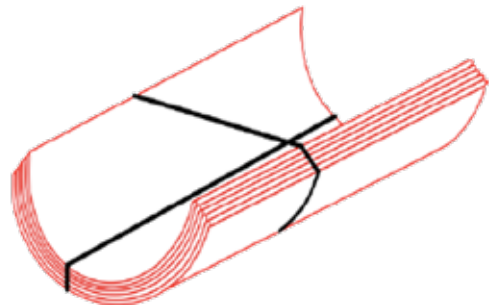
Subscription newspapers shall be sorted and packed in appropriate bundles depending on the number of items to each individual postal code/country, the physical properties and weight of the items.

All the bundles must have an approximately flat top and bottom to ensure that the address side is not being bent.

### Appropriate bundling



### Inappropriate bundling



## Guidelines for packing, bundling and handing-in:

### Bundles in the domestic service:

#### Addressed newspapers

- Regional and National distribution (4-digits bundles): If the numbers of newspapers to subscribers are 10 or more within the same postal code, the items must be packed in a separate bundle (4-digit bundle). The items must be placed by the street name, in ascending alphabetical order. Fewer items may be bundled by 4-digits provided that the bundle has an approximately flat top and bottom, and that the address side is not being bent.
- Local and Regional distribution (in mixed bundles): If the numbers of newspapers are fewer than the criteria are to make a 4-digit bundle, the newspapers shall be packed in bundles to each distribution point.
- Regional distribution: The newspapers are packed in bundles and in increasing postal code order.

#### Unnamed newspapers:

- The newspapers are packed to the distribution point.

#### Extended distribution:

- The newspapers are packed to the distribution point in bundles of 50 and/or 100 newspapers. The bundles must be clearly marked with information about: Extended distribution, title, date for distribution, number of newspapers, geographical area for distribution and receiver group (Households and/or Businesses).

### Newspapers to abroad

- Each newspaper must be covered in paper (eg envelope), poly wrapped or fitted with a band.  
In addition to the subscriber's delivery address abroad, the cover must bear a Postage Paid Indicia (PPI) and marked with Priority to the left of the PPI.
- If there are more than 10 newspapers to subscribers in the same country the newspapers must be bundled and marked to the country concerned. Fewer newspapers may be bundled, as long as the bundle has a flat top and bottom and that the address side is not being bent.
- If there are fewer than 10 newspapers to subscribers in different countries, these must be packed properly and labelled to: Utland 0019 Oslo.

### Packing of bundles

- The bundles must be properly packed and secured with straps or plastic wrap. Straps and plastic wrap must be fitted tightly around the bundle to prevent the newspapers from falling apart during the sorting and transport processes in Posten Norge AS production.
- Straps must not obscure any address information to be used by Posten Norge AS. Cross strapping is recommended. Both white and black straps can be used. Black straps are preferred for machine sorting.
- The quality of the plastic must be minimum 60MY. The plastic must be wrapped tightly around the newspapers.
- Maximum weight per bundle is 6kg.

*Illustration no.1: Recommended position of straps near the address on the top sheet when cross bundling is used.*

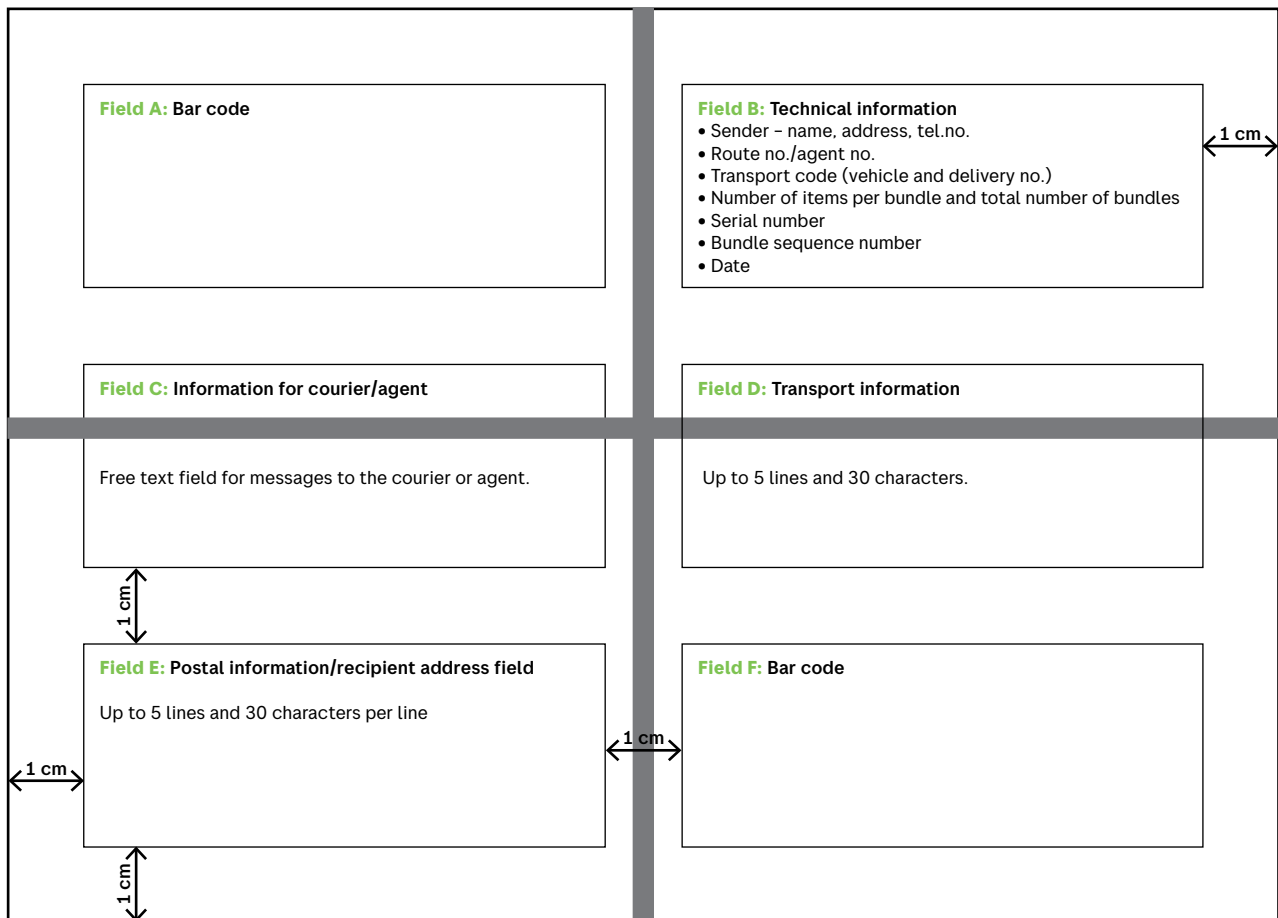
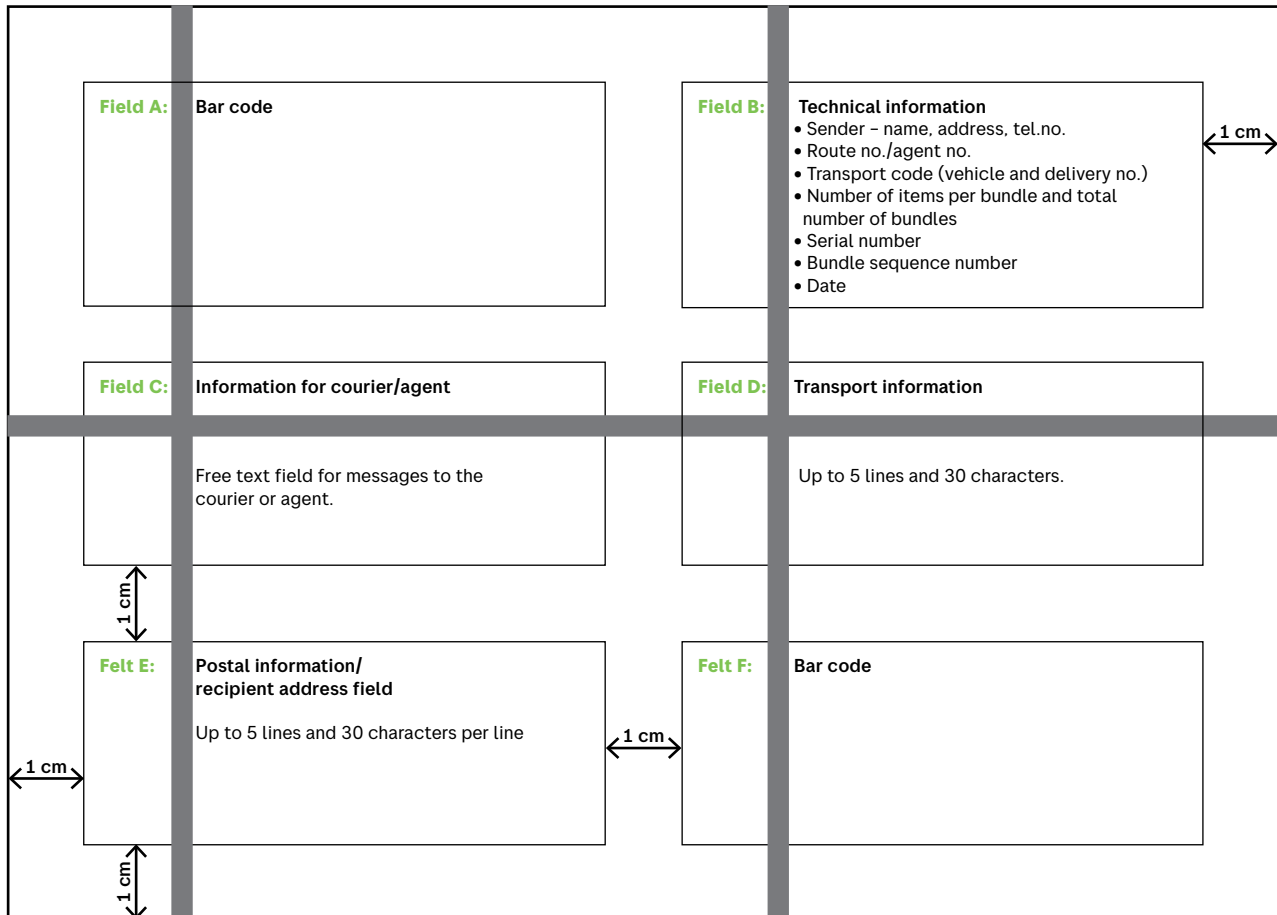


Illustration no.2: Recommended position of straps ties near the address on the top sheet when edge bundling is used.



### Handing-in of bundles

Pre-packed and labelled bundles shall be handed-in at the agreed time and place. The bundles shall be placed into their respective locally available postal load carriers.

Multiple bundles, handed-in, newspapers to subscribers for Regional Distribution (i.e. more than a ½-pallet/300kg) must be packed directly to the respective sorting centre. Please contact our customer service for more information.

Bundles containing newspapers for extended distribution (Full coverage distribution) must be handed-in separately from single copy newspapers to subscribers. Load carriers containing bundles for extended distribution must be marked for direct dispatch to the sorting centre in charge of the distribution of the newspapers.



Regional distribution of newspapers; can be handed-in to our terminals or reloading points in the following postal code division:

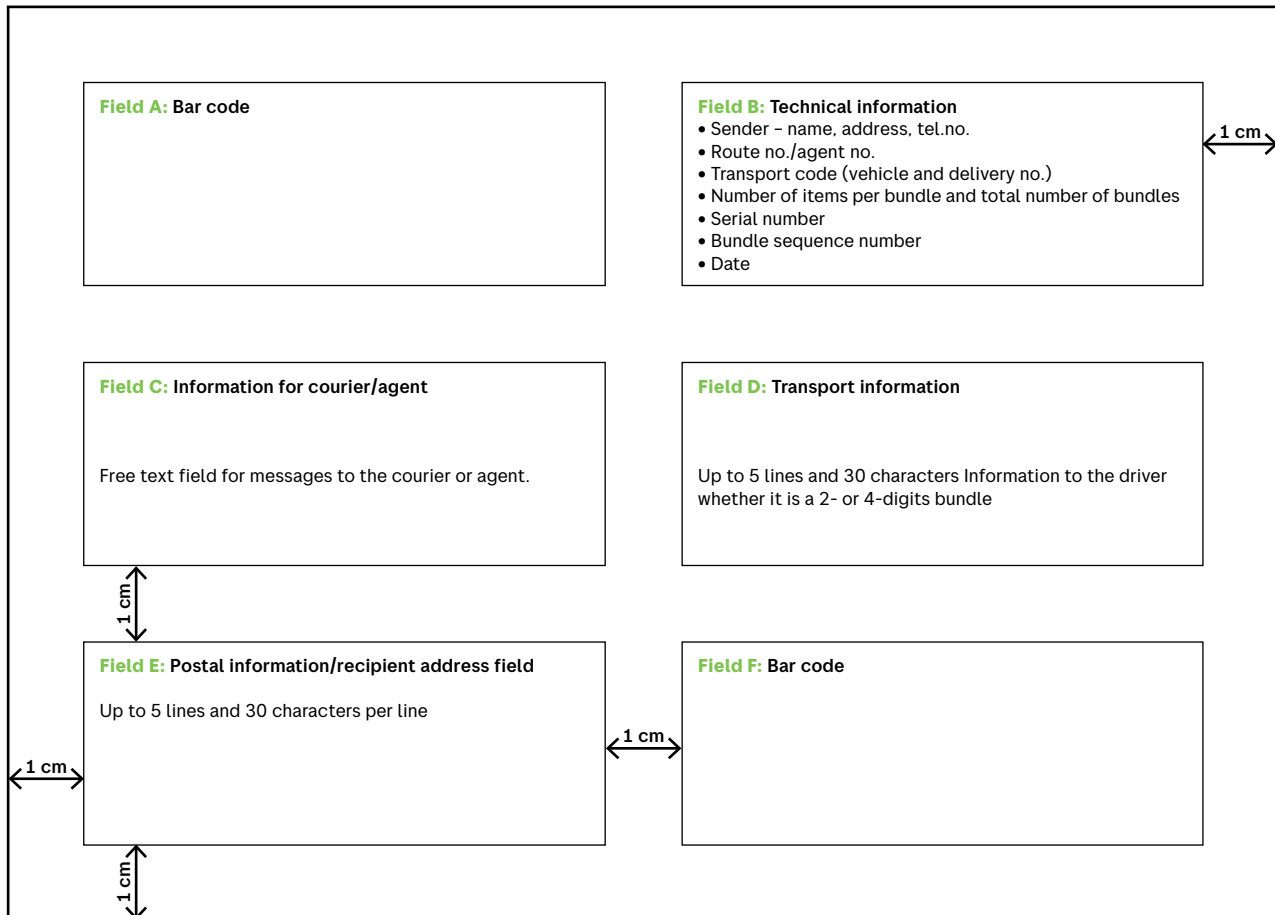
Postal code areas	Terminal/Reloading point
0000 - 2299, 2435 - 2437, 2700 - 2799	Oslo
2300 -2434, 2438-2699, 2800-2999	Hamar
3000-3099, 3300 - 3699	Drammen
3100 - 3299, 3700 - 3999	Stokke
4800- 4869, 4889, 4891-4893, 4900-4999	Arendal
4500- 4799, 4870-4888, 4894-4899	Kristiansand
4000 - 4199, 4300 - 4499	Sandnes
4200 - 4299, 5400 - 5599	Karmsund
5000 - 5399, 5600 - 5999	Bergen
6000 - 6299	Ålesund
6300 - 6699	Molde
6700 - 6799, 6800 - 6844, 6891 - 6997	Førde
6845, 6848 - 6888	Sogndal
7000 - 7999	Trondheim
8000 - 8299	Bodø
8300 - 8599, 9400 - 9499	Bjerkvik
8600 - 8999	Mo i Rana
9000 - 9160, 9170 - 9181, 9188 - 9399	Tromsø
9161 - 9169, 9182 - 9187, 9500 - 9769	Alta
9770 - 9999	Tana

## 2. Marking and layout of the top sheet (bundles)

All newspaper bundles must be marked with a standard top sheet in order to ensure correct and efficient processing in Posten Norge AS's sorting and distribution system.

The top sheet must as far as possible cover the address side of the bundle and always be placed so that the recipient's address, the return address and any other information that can be perceived/mistaken for the address of the bundle, are properly covered.

Illustration no.3: Layout and information to be given on the top sheet of newspapers to subscribers.



**Posten Norge AS's requirements apply to the layout of the address field (Field E) of the top sheet for the various types of bundles:**


- There must be a blank space of 1 cm around the entire address field.
- The top sheet must be white or light one-coloured.
- The addressing must be in dark print, Print Contrast Ratio, (PCR) minimum 50 % with the following specifications:
  - Font sizes 14 - 36
  - The address must have a straight left margin.
  - The lines must have the same line spacing of 1 or 1,5.
  - Fonts and font sizes must be the same in the entire address.
  - Bold, Italic or underlined text is not allowed.
- The address field (postal code and/or regional addressing) must be placed minimum 1 cm from the edges of the top sheet and in a way that bundling straps or ties do not cover the address field.

### Top sheet for newspaper bundles in the domestic service

The illustrations below show the information to be given in the address field of the top sheets for the various types of bundles.

Illustration no.4: Standard top sheet for 4-digits bundles – Local and Regional distribution.

Top sheet for a 4-digits bundle for local and regional distribution shall have an address field of 3 lines containing the following information:  
**Line 1;** NEWSPAPER  
**Line 2;** DISTRIBUTION POINT  
**Line 3;** Postal code and place according to the newspapers in the bundle.




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Lørdag 30. mars kommer påskeutgaveen

AVIS  
KOLBOTN D-PUNK  
1405 LANGHUS

**Avisen,**  
 Postboks 2, 3333 Byen. Tlf 33 44 55 66  
 Rutenr.:4 Forhandler 42  
**Bil: 48**                      **Levering 678**  
 Antall eks 24                1 av 3 pakker  
 Pakkenr.: 1234567  
 Dato 20, mars 2023

BIL ØST 4 siffer  
 TIL ØSTLANDSTERMINALEN




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Newspapers to P.O.Boxes must be packed, marked and handed-in in separate bundles.

Illustration no.5: Standard top sheet for mixed bundles - Local and Regional distribution.

Top sheet of a mixed bundle shall have an address field of 3 lines containing the following information:  
**Line 1;** NEWSPAPER  
**Line 2;** MIXED BUNDLE  
**Line 3;** Name on the distribution point/ P.O.Box facility.




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Lørdag 30. mars kommer påskeutgaveen

AVIS  
SAMLEBUNT  
FOLLO D-PUNKT

**Avisen,**  
 Postboks 2, 3333 Byen. Tlf 33 44 55 66  
 Rutenr.:4                      Forhandler 42  
**Bil: 48**                      **Levering 678**  
 Antall eks 24                1 av 3 pakker  
 Pakkenr.: 1234567  
 Dato 20, mars 2023

BIL ØST  
 TIL FOLLO D-PUNKT




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Illustration 6: Standard top sheet for bundles – Regional distribution.

Top sheet for bundles Regional distribution shall have an address field of 3 lines containing the following information:

**Line 1;** NEWSPAPER  
**Line 2;** MIXED BUNDLE  
**Line 3;** REGIONAL




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Lørdag 30. mars kommer påskeutgaveen

**Avisen,**  
 Postboks 2, 3333 Byen. Tlf 33 44 55 66  
 Rutenr.:4 Forhandler 42  
**Bil: 48 Levering 678**  
 Antall eks 24 1 av 3 pakker  
 Pakkenr.: 1234567  
 Dato 20, mars 2023

BIL ØST  
 TIL BODØ POSTTERMINAL

AVIS  
 SAMLEBUNT  
 RIKS



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Illustration no.7: Standard top sheet for newspaper bundles in extended distribution (Full coverage distribution).

The top sheet for newspapers in extended distribution shall have an address field of 3 lines containing the following information:

**Line 1;** NEWSPAPER  
**Line 2;** Extended distribution  
**Line 3;** Name on the distribution point/ P.O.Box facility

Field C of the top sheet must contain the following information:

**EXTENDED DISTRIBUTION,**  
 Newspapers title, date of distribution, number of newspapers in the bundle, postal code, distribution area and recipient group details (Households and/or Businesses)



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**FULLDISTRIBUSJON**  
 Avistittel: **AVISEN**  
 Distribusjonssdato 23.04.2023  
 Inneholder 50 aviser  
 Postnummer eller rute 1400 eller rute 1.1  
 Mottakergruppe: Husholdninger

**Avisen,**  
 Postboks 2, 3333 Byen. Tlf 33 44 55 66  
 Rutenr.:4 Forhandler 42  
**Bil: 48 Levering 678**  
 Antall eks 24 1 av 3 pakker  
 Pakkenr.: 1234567  
 Dato 18. april 2023

BIL ØST  
 TIL FOLLO POSTTERMINAL  
 KVELDROVEIEN 1

AVIS  
 FULLDISTRIBUSJON  
 FOLLO D-PUNKT



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Illustration no.8: Standard top sheet for unnamed newspapers.

Top sheet of unnamed newspaper bundle shall have an address field of 3 lines containing the following information:

**Line 1;** NEWSPAPER  
**Line 2;** UNNAMED NEWSPAPER  
**Line 3;** Name on the distribution point/ P.O.Box facility

Field C of the top sheet shall contain the following information: Unnamed newspapers, title, distribution date, number of newspapers in the bundle and the postal code for the correct distribution area.



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**UNAVNEDE AVISER**  
 Avistittel: **AVISEN**  
 Distribusjonsdato 23.02.2023  
 Inneholder 43 aviser  
 Postnummer 1400, 1405, 1410

**Avisen,**  
 Postboks 2, 3333 Byen. Tlf 33 44 55 66  
 Rutenr.:4 Forhandler 42  
**Bil: 48 Levering 678**  
 Antall eks 24 1 av 3 pakker  
 Pakkenr.: 1234567  
 Dato 23. februar 2023

BIL ØST  
 TIL FOLLO DISTRIBUSJON  
 KVELDROVEIEN 1

AVIS  
 UNAVNEDE AVISER  
 FOLLO D-PUNKT



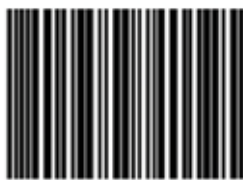
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Illustration 9: Standard top sheet for single copies of newspapers for non-subscription sale to retail shops (kiosks/agents).

Top sheet for single copies of newspapers for non-subscription sale to retail shops (kiosks/agents), shall have an address field of 3 lines containing the following information:

**Line 1;** AVIS  
**Line 2;** SINGLE COPIES OF NEWSPAPERS  
**Line 3;** Name on receiver/retail shop  
**Line 4;** Street name and number  
**Line 5;** Postal code and place

Field C of the top sheet shall contain the following information: **SINGLE COPIES OF NEWSPAPERS, All items to the same receiver - DO NOT OPEN.**



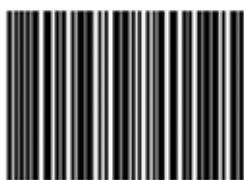
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**LØSSALGSPAKMING**  
**Alle sendinger til samme mottaker.**  
**Må ikke åpnes.**

**Avisen,**  
 Postboks 2, 3333 Byen. Tlf 33 44 55 66  
 Rutenr.:4 Forhandler 42  
**Bil: 48 Levering 678**  
 Antall eks 24 1 av 3 pakker  
 Pakkenr.: 1234567  
 Dato 20. mars 2023

BIL ØST  
 LEVERES PÅ GARDERMOEN  
 VIDERE MED FLY TIL BODØ  
 TIL BODØ DISTRIBUSJON  
 POSTGATA 24 - PORT 2

AVIS  
 LØSSALGSPAKMING  
 NARVESEN 45  
 GATA 45  
 8021 BODØ




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**Top sheet for newspaper to subscribers international/abroad**

*Illustration no.10: Standard top sheet for newspaper bundles containing 10 or more newspapers to subscribers in one country.*

Top sheet for bundles of 10 or more newspapers to subscribers in one country shall have an address field of 3 lines containing the following information:  
**Line 1;** NEWSPAPER  
**Line 2;** INTERNATIONAL/ ABROAD  
**Line 3;** Name of the country.




0008610001

Lørdag 30. mars kommer påskeutgaveen

AVIS  
UTLAND  
SVERIGE

**Avisen,**  
 Postboks 2, 3333 Byen. Tlf 33 44 55 66  
 Rutenr.:4 Forhandler 42  
**Bil: 48 Levering 678**  
 Antall eks 24 1 av 3 pakker  
 Pakkenr.: 1234567  
 Dato 20. mars 2023

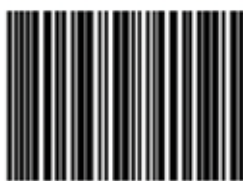
BIL ØST  
 LEVERES PÅ ØSTLANDTERMINALEN



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*Illustration no.11: Standard top sheet for bundles containing just a few newspapers to subscribers in multiple countries.*

Top sheet of bundles with fewer than 10 newspapers to subscribers in multiple countries shall have an address field of 3 lines containing the following information:  
**Line 1;** NEWSPAPER  
**Line 2;** INTERNATIONAL/ ABROAD  
**Line 3;** 0019 OSLO



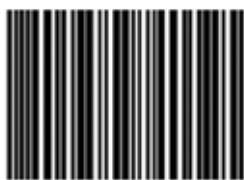
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Lørdag 30. mars kommer påskeutgaveen

AVIS  
UTLAND  
SVERIGE

**Avisen,**  
 Postboks 2, 3333 Byen. Tlf 33 44 55 66  
 Rutenr.:4 Forhandler 42  
**Bil: 48 Levering 678**  
 Antall eks 24 1 av 3 pakker  
 Pakkenr.: 1234567  
 Dato 20. mars 2023

BIL ØST  
 LEVERES PÅ ØSTLANDTERMINALEN



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