

POSTAZONE CONTACT
TECHNICAL SPECIFICATIONS

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QUOTED DOCUMENTS

1 INTRODUCTION

Postazone¹ offers 4 new delivery services, that allow to send and distribute unaddressed items with commercial, advertising, promotional and informative content to all active mailboxes within a Zip code or portions of Zip code⁽²⁾, within the Italian territory.

Postazone services have been created with the intention to respond in a punctual way to the various needs of the demand and to provide solutions meeting a wide range of requests: from the use of low cost prospecting at local scale (proximity advertising, store traffic), to the need for high delivery granularity and utmost creativity, in order to affect and involve the reference target with premium level services (promotional items with selective delivery to high attractiveness areas, delivery planned in two subsequent workdays selected by the customer, possibility of exclusive delivery to personal mailboxes).

2 GENERAL CHARACTERISTICS

2.1 SERVICE CHARACTERISTICS

Postazone Contact is the delivery service of unaddressed items covering within the national territory one or more municipalities/Zip code area or Letter carrier's routes, where available.

Postazone Contact offers the Customer the utmost creativity for items and exclusive delivery by Poste Italiane's lettermen⁽³⁾.

2.2 POSSIBLE APPLICATIONS

- **Communication of seasonal promotions** (e.g. sales) or targeted at specific stages of product life cycle (launch, development, limited special editions....)
- **Generation of store traffic**, sending promotions coupons or discount vouchers or special offers, to be used in an authorized sales point.
- **Mailing of communications of institutional, informative nature:** thanks to the wide coverage and the low contact cost it is an ideal tool for communications addressed at the inhabitants of a municipality, district, to provide information on the activities and local news from the council.

¹ As of 1 January 2011 the product range shall become fully operational and Postazone Contact shall be joined by PostaZONE Smart, PostaZONE Premium Recapito Programmato and PostaZONE Premium Cassetta Personale.

² Granularity varies according to the selected service

³ Except for areas where external delivery personnel is contracted to work on behalf of Poste Italiane, in compliance with levels of service set by Poste Italiane

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- **Direct sales** by delivering product/service catalogues with indication of order numbers, direct purchase channels (toll free number, email address, reply coupon, PO box) or of the web site.

2.3 ADVANTAGES

- **Utmost creativity:** it offers full freedom in the choice of formats/materials and great weight flexibility.
- **Costs reduction:** it permits to reduce unaddressed campaign costs.
- **High reliability:** it provides exclusive delivery by Poste Italiane's lettermen ⁽⁴⁾.

2.4 DELIVERY TARGETS

New Postazone range delivery targets indicate the time, expressed in weekdays (including Saturdays) by which the delivery of all items planned and accepted by Poste Italiane terminates.

Delivery targets for Postazone Contact are the following⁽⁵⁾:

For items weighing up to 120 gr

- **J + 7** (weekdays incl. Saturdays) if the Acceptance Centre is located in the same *bacino* (i.e. Delivery area) as the Delivery Centre.
- **J + 8** (weekdays incl. Saturdays) if the Acceptance Centre is located in a different Delivery Area from the one of the Delivery Centre and neither centre is located in the Island Delivery Area (Palermo, Catania, Cagliari) or in the delivery area of Lamezia ⁽⁶⁾;
- **J + 9** (weekdays incl. Saturdays) if the Acceptance Centre is located in a different Delivery Area with respect to the Delivery Centre and at least one of the two centres is located within the Island Delivery Area (Palermo, Catania, Cagliari) or in the area of Lamezia ⁽⁷⁾;

For items weighing more than 120gr and up to 250gr

- **J + 13** (weekdays incl. Saturdays) if the Acceptance Centre is located in the same area as the Delivery Centre.
- **J + 14** (weekdays incl. Saturdays) if the Acceptance Centre is located in a different area from the one of the Delivery Centre and neither of the two

⁴ Except for areas where external delivery personnel on behalf of Poste Italiane is contracted, in compliance with level of service set by Poste Italiane

⁵ J stands for the posting day, that is the day when the material is delivered to the acceptance centre (by time limits for posting as indicated in para 9.3)

⁶ Extra Bacino mailings, except for mailings from/to Islands and Lamezia delivery areas, require 1 additional day compared to those within the same delivery area for transport logics.

⁷ Extra Bacino mailings from/to Islands and Lamezia delivery areas, require 2 additional days compared to those within the same delivery area for transport logics.

centres is located in Island Delivery Area (Palermo, Catania, Cagliari) or in the area of Lamezia

- **J + 15** (weekdays incl. Saturdays) if the Acceptance Centre is located in a different delivery area with respect to the Delivery Centre and at least one of the two centres is located within the Island Delivery Area (Palermo, Catania, Cagliari) or in the area of Lamezia;

For items weighing more than 250 gr and up to 500 gr

- **J + 19** (weekdays incl. Saturdays) if the Acceptance Centre is located in the same area as the Delivery Centre;
- **J + 20** (weekdays incl. Saturdays) if the Acceptance Centre is located in a different area from the one of the Delivery Centre and neither centre is located within the Island Delivery Area (Palermo, Catania, Cagliari) or in the area of Lamezia;
- **J + 21** (weekdays incl. Saturdays) if the Acceptance Centre is located in a different area with respect to the Delivery Centre and at least one of the two centres is located within the Island Delivery Area (Palermo, Catania, Cagliari) or in the area of Lamezia.

For items weighing more than 500 gr and up to 750 gr

- **J + 25** (weekdays incl. Saturdays) if the Acceptance Centre is located in the same area as the Delivery Centre;
- **J + 26** (weekdays incl. Saturdays) if the Acceptance Centre is located in a different area from the one of the Delivery Centre and neither centre is located within the Island Delivery Area (Palermo, Catania, Cagliari) or in the area of Lamezia
- **J + 27** (weekdays incl. Saturdays) if the Acceptance Centre is located in a different area with respect to the Delivery Centre and at least one of the two centres is located within the Island Delivery Area (Palermo, Catania, Cagliari) or in the area of Lamezia)

For items weighing more than 750 gr, time frames shall be defined ad hoc

For a list of cities and provinces belonging to each *bacino*/ delivery area, please refer to table 1 in para 6,

Delivery targets refer exclusively to items presented at the posting centre according to times and schedules indicated in online booking service “*Prenotazione Spedizioni Online*” and prepared in accordance with Poste Italiane’s specifications set out in para 8.

Mailings presented after such time limits (para 9.3), for delivery purposes only, shall be considered as if presented on the following weekday.

2.5 SERVICE COVERAGE

Postazone Contact items are delivered to all active mailboxes (households and/or companies) in a specific geographic area, identified by the same municipalities, Zip code area or Letter carrier's route where available⁽⁸⁾.

Quantification of items and delivery areas for every campaign are identified by Poste Italiane according to customer's needs and, later on, proposed to the Customer for approval.

To identify Delivery areas Poste Italiane relies on information available in its databases as regards:

- composition of mailboxes (number of offices, houses, stores) by Zip code
- households and Istat (the National Institute of Statistics) population at single municipality level

The delivery of Posta zone items cannot be performed:

- in case the mailboxes are related to buildings under construction or in ruin, sheds, temporary buildings, except where differently indicated from the person making the booking.
- if the addressee expresses refusal and/or bans.
- through modalities in contrast with law and order

2.6 DELIVERY CHANNEL

Postazone Contact mailings are delivered exclusively through Poste Italiane's lettermen⁽⁹⁾.

2.7 REPORTING

Postazone delivery service involves the production of an end-of-campaign report for every planned campaign, containing the identification data of the campaign.

The document is sent 1 workday after the end of the campaign.

Poste Italiane shall not send the end-of-campaign report:

- In case it is allowed to mail a quantity less than the required minimum of 5000 items (para 3.3)
- In case the customer does not present mailings at one of the LES centres indicated in Annex 2 (para. 9.1)

⁸ The list of cities where it is possible top lan delivery until the letter's carriers route level is available on the site www.poste.it in the section Direct marketing

⁹ Except for areas where external delivery personnel on behalf of Poste Italiane is contracted, in compliance with level of service set by Poste Italiane

- In case there are differences between what planned upon online booking and what actually detected at acceptance by Poste Italiane.

3 ACCESS CONDITIONS

All delivery services of the new Postazone product range require posting of the mailings only at Acceptance Centres located within the Delivery Macro-Bacino (Macro –Area)⁽¹⁰⁾.

Customers who wish to post their mailings at an Acceptance Centre located outside of the Macro-Delivery Area can request, against payment, the activation of the service **Trasporto Extra Macro-Bacino** (Extra-Delivery Area Transportation), according to procedures described in para 6

In order to qualify for Postazone Contact service, mailings must meet requirements and modalities set by Poste Italiane in terms of:

- content (para 3.1 e 3.2) and packaging (para 3.4)
- quantities (par 3.3)
- formats and dimensions (para 3.5)
- items pre-sorting and preparation requirements (para 8)
- booking of mailings (para 3.6)
- posting methods (para 9)

The list of offices qualified to accept products is available on the site www.poste.it in the section Direct marketing.

3.1 WHAT CAN BE MAILED

Postazone Contact allows to mail unaddressed items, quadrangular or irregular in shape, in paper or non paper material (fabric, synthetic material etc.).

It is possible to insert in items:

- Promotional objects (e.g. discount coupons, gadgets)
- Free product samples (e.g. cosmetics, perfume, creams, powders)
- IT storage devices (e.g. CD-ROMs, DVDs, etc.)
- Food items with a best-before date of more than two months

as long as they are firmly affixed to the rest of the item (where necessary, at least one glue point must be used) and provided that they are properly prepared and packaged so that both content and wrapper remain intact (for instance, glass or fragile articles are not permitted) and put no person at risk during sorting, transport and delivery phases.

¹⁰ A Delivery Macro-Area defines one of the three macro delivery areas into which the Italian Territory is divided, and where delivery takes place.

If the Distribution centre is in Milan, in the North Macro Delivery Area, the Customer shall have to deliver its mailings to one of the Acceptance Centres within the North Macro Delivery Area (see table 1 para. 6)

Attached objects are also taken into account, in terms of weight and dimensions, when setting the final price.

Postazone Contact items can convey only advertising, promotional, informative or marketing messages (e.g catalogues, leaflets, posters, brochures, etc.) and the attached material may not be for sale.

Every single mailing must consist of items with identical format, content and weight.

3.2 WHAT CAN'T BE MAILED

It is not allowed to send via Postazone Contact addressed mail.

It is also not permitted to send messages whose distribution is forbidden by law (postulating, pornographic, discriminating), goods for sale, valuables, hazardous and illegal goods, fresh and/or perishable food and non food items (with a best-before date of less than two months), other typologies of correspondence items which may not be classified as promotional or advertising communications.

3.3 QUANTITY

The minimum quantity per single Postazone Contact mailing, except as per specific agreements between the Parties, is of 5000 items (identical in terms of weight, content and format).

In the event of single mailings (expressly authorized by Poste Italiane) of less than 5000 pieces, the sending of the end-of-campaign report is not included.

3.4 PACKAGING

A high degree of freedom is given in the choice of wrapping materials for Postazone Contact mailings.

Items may be in postcard format, wrapped in paper envelope or in cellophane, or in any other material, also realized using alternative solutions, such as for instance:

- Folded items;
- Self-mailers;
- Plasticized items;
- Bags in fabric (e.g. jeans, wool, felt, linen), in leather, in synthetic materials (e.g. plastic, other transparent and waterproof materials) and made of parchment;
- Cardboard boxes.

Packaging must be prepared in such way to ensure that it does not get damaged during delivery and transport phases.

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In the event of packaging that does not entail the use of closed boxes/envelopes or the use of covering (cellophane or other), any gadget and/or attachment inserted in the item must be fixed to the item through at least one glue point in order to ensure its stability.

In case of packaging in non paper material, the logo –if required (see para. 5) – must be:

- Either impressed on the item, provided it is perfectly readable
- Or reported on a label firmly glued to the item

3.5 FORMATS AND DIMENSIONS

To qualify for Postazone Contact, items (also irregular in shape e.g. non quadrangular) must meet the following dimensions, after being properly packaged (see para 3.4).

DIMENSIONS	Min	Max
L length (mm)	140	353
H height (mm)	90	235
S thickness (mm)	Single A4 sheet (0,15)	50
P weight (g)	2.5	2000

Items also need to be prepared according to criteria and procedures laid out in para 8.

3.6 BOOKING OF MAILINGS

All Postazone mailings and/or campaigns must be booked by the Customer¹¹ through the link “Prenotazione Spedizione Online” available on the site www.poste.it.

For bookings of Postazone Contact mailings the time frames are the following.

- Minimum notice for booking of mailings

To qualify for Postazone Contact service, the Customer must book the campaigns at least **5 weekdays** (including Saturdays) in advance with respect to the foreseen posting date.

- Guarantee of the posting date of the mailing

For bookings of campaigns to be made at least **20 weekdays** (including Saturdays) in advance with respect to the foreseen posting date, Poste Italiane must guarantee to meet the posting date requested by the Customer.

Detailed information are available from the business reference.

¹¹ Activity to be performed by the Customer, with possible support by operational structures, upon request.

4 FRANKING AND PAYMENT METHODS

Postazone Contact requires PPI (Prepaid Postage Impression) postage which is subject to completion of the related Registration Form or to the subscription of an agreement on a year basis. With this postage method items are not physically franked.

The payment methods allowed are the following :

	<i>Description</i>	<i>Payment method</i>
PPI	Postage Paid Impression, subject to completion of an authorization form or subscription of an agreement on a year basis.	<p>The Customer can pay:</p> <ul style="list-style-type: none"> <input type="checkbox"/> An amount equal to the value for each mailing: in this case it is necessary to follow three key steps. <ul style="list-style-type: none"> ● <u>Communicate in advance</u> (at least 7 days) volumes, weight, destination of the items to be presented at the Acceptance centre; ● <u>Deposit in advance</u> the amount indicated in the invoice sent by Poste Italiane. ● <u>Deliver the payment statement</u> related to the mailing at the Acceptance Centre. <input type="checkbox"/> A generic amount related to a specific period. The deposit to be invoiced must at least cover customer's monthly mailings. The mailings that will be performed shall be deducted from the invoiced deposit.
	With this postage method items are not physically franked.	<p>With payment in arrear the invoice shall be settled within the final deadline of 30 days from the issuing date, via a deposit on the account indicated in the contract and detailed purpose of payment.</p>
		<p>Domiciliazione Postale Preautorizzata (automatic debiting) through debiting to the customer's Bancoposta account upon delegation by the Company. It entails monthly reporting, which in turn involves the shipment of a related invoice in the name of the customer.</p>

¹² This modality is allowed only for customers subscribing an agreement on a year basis.

¹³ This modality is allowed only for customers subscribing an agreement on a year basis.

For Postazone Contact the authorization code is mandatory and must be reported on the posting list in paper format (see para [9.2](#)) and inside the logo.

- For standard logos (para [5.1](#)), the authorization code must be reported inside the logo as in the example below:



- For personalized logos (para [Errore. L'origine riferimento non è stata trovata.](#)), the authorization code may be reported inside the logo or below the logo as in the example below.



Aut. n° xxxxxxxxxxxxxxxxxxxx

Postage franking in the form of stamps is not allowed.

For additional information on the product or to request activation, Poste Italiane's business reference may be contacted.

5 PPI logo

Except as per special agreements between the parties, Postazone Contact product must be identified through the application of a PPI logo.

For mailings via Postazone Contact the customer can report the PPI logo both in standard and personalized format, as described in the following paragraphs.

The standard format logo is available in electronic format on the site of Poste Italiane, or it may be requested from Territorial Business Areas.

5.1 STANDARD PPI LOGO

The following standard logo is required for Postazone Contact:



40 x 70 mm "Postazone" = 32 pt / category = 28 pt aligned right / code = 9 pt
26 x 45 mm "Postazone" = 20,5 pt / category = 18 pt aligned right / code = 6 pt
20 x 35 mm "Postazone" = 16 pt / category = 14 pt aligned right / code = 5 pt
Lettering: "Postazone Contact" = Univers 55 Oblique / code = Univers

The logo may be reported both in positive and in negative.

It is allowed to use any colour provided it has a high colour intensity, greater than 30% of background colour, in order to ensure readability of the logo and of the any additional texts (authorization).

5.2 PERSONALIZED PPI LOGO

The Sending Customer can insert personalizations in the following logos within the framed blank space. Basic logos may not, however, be modified in terms of text and dimensions.



40 x 70 mm "Postazone Contact" = 15 pt aligned right
26 x 45 mm "Postazone Contact" = 9,5 aligned right
20 x 35 mm "Postazone Contact" = 7,5 aligned right

For the correct identification of the postal service supplier and of the sending customer, it is allowed to print inside the logo drawings, trademarks, writings and brands related to the sending customer only. It is also allowed to use more than one colour. Some examples are shown below.



Personalized logos must comply with Poste Italiane's code of ethics, which is available on the site www.poste.it.

The table below illustrates the division into 3 Macro-Bacinos (North, Centre and South) and the related delivery areas and provinces which are allowed to accept and distribute Postazone products.

Macro Bacino	Bacino	Related provinces
NORTH	Torino 1	Aosta, Asti, Cuneo, Torino
	Torino 2	Biella, Vercelli, Novara, Verbania
	Genova	Genova, Imperia, La Spezia, Savona, Alessandria
	Milano 1	Cremona, Lodi, Milano, Pavia
	Milano 2	Como, Lecco, Sondrio, Varese
	Padova 1	Padova, Rovigo, Vicenza
	Padova 2	Belluno, Treviso, Venezia
	Padova 3	Gorizia, Pordenone, Trieste, Udine
	Verona	Bolzano, Trento, Verona
	Brescia	Brescia, Bergamo, Mantova
	Bologna 1	Bologna, Ferrara, Forlì, Modena, Ravenna, Rimini
	Bologna 2	Parma, Reggio Emilia, Piacenza
	Firenze	Arezzo, Firenze, Perugia, Pistoia, Prato, Siena
	Pisa	Grosseto, Livorno, Lucca, Massa, Pisa
CENTRE	Ancona	Ancona, Ascoli Piceno, Macerata, Pesaro-Urbino
	Pescara	Campobasso, Chieti, L'Aquila, Isernia, Pescara, Teramo
	Roma	Frosinone, Latina, Rieti, Roma, Viterbo, Terni
	Cagliari	Cagliari, Nuoro, Oristano, Sassari
SOUTH	Napoli	Avellino, Benevento, Caserta, Napoli, Salerno
	Bari	Bari, Brindisi, Foggia, Lecce, Matera, Taranto, Potenza
	Lamezia Terme	Catanzaro, Cosenza, Crotone, Reggio Calabria, Vibo Valentia
	Catania	Catania, Caltanissetta, Enna, Messina, Ragusa, Siracusa
	Palermo	Agrigento, Palermo, Trapani

Table 1: Categorization into Macro Bacinos

7 FEES

Fees vary according to mailed quantities, weight and formats, as reported on the site www.poste.it. From 50 000 items quantity discounts are available per single mailing and single Customer, for items of the same weight-scale and format.

For quantities of more than 500 000 items a year (which can be accumulated with Postazone products), agreements on a yearly basis may be subscribed.

7.1 TRANSPORTATION PRICES FOR EXTRA MACRO-BACINO

The fee ⁽¹⁵⁾ for transportation Extra Macro-Bacino is set in accordance with the weight in kg of each mailing, as laid out on the site www.poste.it.

To every Extra Macro Bacino mailing a minimum fee is applied which corresponds to the fee for a weight of 200 kg. In case of mailings with Extra Macro Bacino items addressed to two different macro Bacinos, the fee shall be applied twice.

For pricing purposes, the actual weight of every mailing is rounded up.

¹⁵ This service shall be provided against a fee as of 01/01/2011

8 PREPARATION AND PRE-SORTING

Poste Italiane, through a specific computer application and on the basis of delivery logics, electronically generates the files required for the preparation and labeling of mailings, which are then sent via email to the Customer.

Once received the files for bundle labels and for pallet labels, the customer shall print every single label on paper, then arrange the packaging of items in bundles and finally arrange bundles in pallets (**it is not allowed** to insert different products of Postazone range within the same mailing).

Once they have been pre-sorted, pallets must be presented at the agreed Acceptance Centre respecting time limits indicated by Poste Italiane.

8.1 PREPARATION REQUIREMENTS FOR ITEMS IN BUNDLES

Bundles are sets of items secured together and addressed to the same Delivery Centre (Zip code area or letter carrier's route areas). Preparation in bundles must ensure that the content remains intact during transportation and sorting.

The bundles must contain a number of items whose total weight must not exceed **7kg** (with a weight tolerance of $\pm 2\%$) and must be compatible with the dimensions of the promotional material.

Each bundle in a single mailing must contain the same number of objects (generally 25, 50 or 100 items).

The material selected for bundle packaging must be suitable for processing and appropriate to the nature of the promotional material.

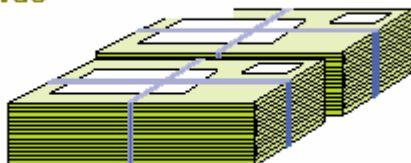
More specifically, it must be:

- waterproof
- tear resistant
- transparent

Preparation methods allowed for bundles are two:

- cross strings (recommended by Poste Italiane)
- heat-sealed plastic wrapper.

**BUNDLES PACKAGED
WITH CROSS
STRINGS**



**MODALITY RECOMMENDED BY
POSTE ITALIANE**

**HEAT-SEALED PLASTIC
WRAPPER**

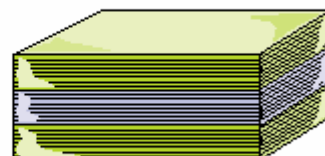


Figure 2: Bundle arrangement requirements

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Items making up the bundle must be arranged according to a single criterion, with the side bearing the product logo (or in case no logo is reported, the front of the item) always facing the same direction.

Bundles must always bear an appropriate label (para 8.1.1)

8.1.1 Bundles labeling

Each bundle must bear an appropriate label which Poste Italiane sends to the Customer in electronic format. The customer must print the label on paper.

The label sent by Poste Italiane bears all the information required for the preparation of bundles:

- **Barcode:** barcode with the number of pallet (HU) on which the bundle must be aggregated
- **Customer:** name of the company requesting the service
- **Target:** description of the target for delivery of advertising material (households, Companies)
- **Number of order:** progressive identification number of the mailing
- **Campaign:** identification name of the campaign
- **Box for the indication of Letter carrier's routes** involved in the delivery
- **To be delivered by:** date by which the campaign distribution shall be performed
- **No bundle:** identification number of the bundle
- **Total bundles:** total number of bundles addressed to the final Delivery centre
- **Delivery centre:** name of the final Delivery centre in charge of delivery
- **ZIP code:** Zip code of the delivery centre involved in the campaign distribution
- **Product code:** Product name

In case the bundle is packaged using cross strings, it is necessary to pay close attention when affixing the label on the bundle, to prevent delivery information and the barcode from being fully or partially covered by the string.

It is required to print the label in a format which is as close as possible to the dimensions of the bundle, in order to prevent the shifting or detachment of the label.

Below is an example of layout for a bundle label.

Items in bundles prepared in pallets must be all arranged according to the same criteria, with the side reporting the product logo (or in case there is no logo the front of the item) facing up.

8.2.2 Pallet labeling

Pallets must always bear an appropriate label, that Poste Italiane will send to the Customer in electronic format and that the Customer shall have to print on paper. Poste Italiane sends the label already filled with all information required to prepare the pallet:

- **Barcode:** HU code that identifies bundles belonging to the same pallet
- **Customer:** name of the company requesting the service
- **Target:** description of the target to which the advertising material shall be delivered (households/companies)
- **Number of order:** progressive identification number of mailing
- **Campaign:** name of the campaign
- **Posting centre:** Centre where the pallet will be posted
- **Posting date:** date requested for the mailing of the pallet
- **End of delivery:** date by which the campaign distribution shall be performed
- **Number of bundles:** number of bundles in a pallet
- **Net weight** in KG: net weight of the pallet
- **Exchange centre:** sorting centre where the post is conveyed to be readdressed to the respective destinations. The name of the exchange centre must always be the name of the centre that processes the product, which varies according to the typology of the pallet.
 - if direct: the CRA,
 - if Mix:
 - the CRP if destinations are in the Acceptance Delivery Area
 - the CRA if destinations are extra-delivery area of Acceptance
 - if direct to a CPO (with indication of Province): the CMP of processing of the delivery area of Province/CPO
- **Destination Centre:** last centre processing the pallet (CRA)
- **Product code:** name of the product

Below is an example of layout of pallet labeling:

 100000329470	Cliente A.A.A.A.A.
Numero Ordine: 111111	Campagna: A.A.A.A.A.
Centro di Postalizzazione: Bologna CMP	
Data Postalizzazione: 19/05/2007	Inizio Ricepire: 22/05/2007
N. Pagine: 250	Peso Netto Kg: 325
Centro di Scambio: Bari CMP Centro di Destinazione: Lecce CPO - Uff. di: CAVALLINO	
POSTAZIONE CONTACT	 100000329470

Figure 4 Illustrative example of the layout of pallet labels for Postazione Contact

9 ACCEPTANCE AND CHECKINGS

All mailings shall be subjected to checks by Poste Italiane during acceptance phase.

Checks will be aimed at verifying the compliance of mailing with necessary requirements to qualify for the service, as well as to determine the correct price to be applied.

In particular, during the acceptance phase, mailings consisting of identical items shall be weighed to verify mailed volume. On the basis of weight per single item and of total weight the detected volume shall be compared with the one declared on the posting list for verification.

The compliance with pre-sorting requirements and product characteristics as well as the accordance of mailings with set requirements shall be verified through random checks on items. The mailing shall be accepted only in case of positive results. In case the checks prove negative the Customer will have the option to withdraw the mailing and take care of its regularization.

The Customer must book all Postazione mailings and/or campaigns according to modalities in para 3.6.

9.1 ACCEPTANCE CENTRES

Postazone Contact must be posted at:

- **CMPs** (Centro di Meccanizzazione Postale): with no weight limits
- **Provincial centres:** up to 1.000 Kg per daily mailing per Customer

In order to benefit from mailing monitoring service and receive the end-of- campaign reporting files, it is necessary to post items at one of the **Centres** indicated in the table below.

CENTRES WITH SAP LES

(Updated on 01/07/2009)

No	ALT	TPOLOGY	AGE CODE	DESCRIPTION
1	CALABRIA	CMP	AGE18304	LAMEZIA TERME
2	CALABRIA	CPO	AGE53174	REGGIO CALABRIA
3	CENTRO	CMP	AGE84104	PESCARA
4	CENTRO	CMP	AGE55962	ROMA FIUMICINO
5	CENTRO	CMP	AGE55683	ROMA ROMANINA STAMPE
6	CENTRO 1	CMP	AGE25290	FIRENZE
7	CENTRO 1	CPO	AGE46445	PERUGIA
8	CENTRO 1	CPO	AGE49144	PISA
9	CENTRO 1	CPO	AGE85103	PISTOIA
10	CENTRO 1	CPO	AGE92191	TERNI
11	CENTRO NORD	CMP	AGE02150	ANCONA
12	CENTRO NORD	CMP	AGE11167	BOLOGNA
13	CENTRO NORD	CPO	AGE27188	FORLI'
14	CENTRO NORD	CPO	AGE34114	MACERATA
15	CENTRO NORD	CPO	AGE39165	MODENA
16	CENTRO NORD	CPO	AGE44216	PARMA
17	CENTRO NORD	CPO	AGE47134	PESARO
18	CENTRO NORD	CPO	AGE52080	RAVENNA
19	CENTRO NORD	CPO	AGE54131	REGGIO EMILIA
20	LOMBARDIA	CPO	AGE10174	BERGAMO

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21	LOMBARDIA	CMP	AGE12268	BRESCIA
22	LOMBARDIA	CPO	AGE20373	COMO
23	LOMBARDIA	CPO	AGE22125	CREMONA
24	LOMBARDIA	CLR	AGE20401	LECCO
25	LOMBARDIA	CPO	AGE38626	LODI
26	LOMBARDIA	CPO	AGE35138	MANTOVA
27	LOMBARDIA	CMP	AGE38594	MILANO BORROMEO
28	LOMBARDIA	CMP	AGE38615	MILANO ROSERIO
29	LOMBARDIA	CPO	AGE45208	PAVIA
30	LOMBARDIA	CPO	AGE61097	SONDRIO
31	LOMBARDIA	CPO	AGE89103	VARESE
32	NORD EST	CPO	AGE08149	BELLUNO
33	NORD EST	CPO	AGE88003	BOLZANO
34	NORD EST	CMP	AGE42177	PADOVA
35	NORD EST	CPO	AGE91208	PORDENONE
36	NORD EST	CPO	AGE74259	TRENTO
37	NORD EST	CPO	AGE65178	TREVISO
38	NORD EST	CPO	AGE66389	UDINE
39	NORD EST	CMP	AGE67155	VENEZIA
40	NORD EST	CMP	AGE68172	VERONA
41	NORD EST	CLR	AGE69174	VICENZA
42	NORD OVEST	CPO	AGE01361	ALESSANDRIA
43	NORD OVEST	CPO	AGE23335	CUNEO
44	NORD OVEST	CMP	AGE28419	GENOVA AEROPORTO
45	NORD OVEST	CPO	AGE50075	IMPERIA
46	NORD OVEST	CMP	AGE41385	NOVARA
47	NORD OVEST	CMP	AGE63583	TORINO REISS ROMOLI
48	SARDEGNA	CMP	AGE13334	CAGLIARI
49	SARDEGNA	CPO	AGE58158	SASSARI
50	SUD	CMP	AGE40158	NAPOLI

51	SUD	CPO	AGE57322	SALERNO
52	SUD 1	CMP	AGE07143	BARI
53	SUD 2	CPO	AGE29059	AGRIGENTO
54	SUD 2	CPO	AGE14088	CALTANISSETTA
55	SUD 2	CMP	AGE17177	CATANIA
56	SUD 2	CPO	AGE83103	ENNA
57	SUD 2	CPO	AGE37256	MESSINA
58	SUD 2	CMP	AGE43202	PALERMO
59	SUD 2	CPO	AGE97142	RAGUSA
60	SUD 2	CPO	AGE60055	SIRACUSA
61	SUD 2	CPO	AGE64106	TRAPANI
62	SUD1	CPO	AGE31244	LECCE

Table 2: List of Sap Les Centres

The list of CMPs, Provincial Centres and Sap Les Centres qualified to accept the product is available on the site www.poste.it.

Poste Italiane reserves the faculty to update the list of acceptance points and delivery methods.

9.2 POSTING LIST

Mailings must always be accompanied by the PPI posting list, to be presented in two copies, and containing all the information regarding the mailing (quantity of items, weight, destination, etc.), the amount paid and– when applicable – Extra Macro-Bacino transportation.

The posting list is available on the site www.poste.it.

9.3 OPENING TIMES AND TIME LIMITS FOR ACCEPTANCE

Acceptance structures of CMPs and Provincial Centres shall be accessible at least at the following opening times:

- 8.30 a.m. - 5 p.m. Monday to Friday
- 8.30 a.m. - 12 a.m. Saturday

In order to ensure delivery targets set by Poste Italiane for Postazone Contact, described in para 2.4, it is necessary to present mailings by the following times:

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- 2 p.m. for structures of acceptance located at CMPs (with the following exceptions: 12 a.m. for the CMP in Bari, 10 a.m. for the CMP in Lamezia Terme),
 - 11 a.m. for structures of acceptance located at Provincial Centres;

For all items presented by the above time limits, transportation and delivery services shall become effective as of the same day of acceptance.

For mailings presented later than the above time limits, transportation and delivery services shall become effective only as of the first workdays following the acceptance day.