

# Periodicals A and B

## Special terms and conditions Valid from 01/01/2023

This service is provided by PostNord Sverige AB (company registration number 556711-5695). Other subsidiaries of PostNord Group AB (company registration no. 556128-6559) may be authorised to enter into agreements on behalf of PostNord Sverige AB. However, PostNord Sverige AB is always the other party in agreements with the Customer. The term "PostNord" is deemed to refer to PostNord Sverige AB when used in these special terms and conditions and in the price appendix and any other agreement appendices relating to this service.

**Periodicals** is a service for delivering periodicals and magazines.

**Publication copies A** is a periodical. Thus the terms and conditions of periodicals extends to publication copies A unless otherwise is stated below.

The following are the minimum numbers of shipment items for various types of Periodicals drop-offs.

Type of drop-off	Minimum number of shipment items
Publication copies A	No minimum
Unsorted Periodicals	500
Sorted Periodicals Normal	500
Sorted Periodicals Low	5 000

For details of postal codes covered by Normal and Low, see [postnord.se](https://postnord.se).

**Periodicals B is always classified as Sustainable with PostNord** and can be marked with a special label block, see properties for Sustainable with PostNord and download the label block at [postnord.se](https://postnord.se). The label block may only be used on items submitted to PostNord. The shipment item

### 1 The item

#### 1.1 Contents

A periodical must meet the conditions in "Posttidningar – utseende och innehåll" ("Periodicals – appearance and content") – see [postnord.se](https://postnord.se).

#### 1.2 Dimensions and weight

Maximum dimensions:

The publication (including supplements and wrapping) must, after folding if required, be able to be posted through a letter box measuring 30 x 250 mm.

Minimum dimensions: Height 140 mm  
Width 90 mm

For periodicals with a short side (width) longer than 320 mm and/or a height (length) greater than 350 mm, a separate folding surcharge will be applied if they are dropped off unfolded with PostNord.

#### Unsorted and Sorted Periodicals

Maximum weight: 2 kg, including any supplements and wrapping.

The shipment item may only contain one (1) paper.

#### Publication copies A

0,5 kg, including any supplements and wrapping.

#### Supplements

Supplements may not, either together or individually, weigh more than the publication.

#### 1.3 Wrapping

Unsorted and Sorted Periodicals can be sent with or without a wrapper. PostNord will not be held responsible for any publication supplements that fall out of unwrapped publications during post handling.

A wrapper is required when:

- The periodical is sent as a Publication copies A
- The supplement is in a larger format than the publication.
- The supplement consists of or contains an item that is not a printed paper supplement.
- The publication is in a smaller format than the supplement due to folding.
- The supplement differs from the format of the publication and is attached to the outside of the publication or is attached to the outer spine of the publication. An exception will be made for supplements which are attached to the outside of a folded tabloid publication if the supplement is inside the fold after folding.

#### 1.4 Addressing

If the address is printed directly on the publication, the publication must have a blank address field (25 x 100 mm) with a white or light background on which the address is printed.

#### 1.5 Coding area

During the sorting process, a sorting code is printed directly on the item. To be able to print the sorting code on the item, a coding area has to be provided in accordance with the instructions specified in the document "Skicka rätt med PostNord", see [postnord.se](https://postnord.se). Coding area means a space in which nothing may be printed (text or image). This space must also be of a single colour and the paper grade should be of a non-coated character (non-glossy surface). If the coding area does not comply with the instructions, a label containing a sorting code may be placed in the space for the coding area.

#### 1.6 Labelling

**Periodicals A** must be labelled "A Posttidning, Ej retur", with full Swedish sender details and addressee details that corresponds to the person responsible for payment according to

the invoice document. The template can be downloaded from [postnord.se](https://postnord.se).

**Periodicals B** must be labelled "B Posttidning, ej retur" or with PostNord's special label block for Sustainable with PostNord and with full Swedish sender identification that corresponds to the person responsible for payment according to the invoice document. The template can be downloaded from [postnord.se](https://postnord.se).

**Publication copies A** must be labelled "A Tidningsexemplar, Ej retur", with full Swedish sender details and addressee details. The template can be downloaded from [postnord.se](https://postnord.se).

## 2 Before drop-off

### 2.1 Production plan and production data

The Customer submits information on volumes and other information to assist with PostNord's production planning. Changes in volume only affect the price during the agreement period in those cases where this is explicitly stated in the applicable agreement.

### 2.2 Sorting, packing and loading

Instructions for sorting, packing and loading can be found in the document "Sorterings och Packningsanvisningar" ("Sorting and Packing Instructions") – see [postnord.se](https://postnord.se). Shipments which are not sorted and ordered in accordance with these instructions will be charged as unsorted shipments.

A Periodicals drop-off should always be made up of the same publication title, issue number and service level.

A Publication copies A drop-off can comprise of more than one publication title.

### 2.3 Booking

Bookings are made at [postnord.se](https://postnord.se) or via customer service, or in accordance with the procedure notified by PostNord.

#### Periodicals A

The following shipments should be booked no later than 09:00 on the drop-off date (weekday):

- Sorted shipments containing at least 25,000 shipment items.
- Unsorted shipments containing at least 10,000 shipment items.

#### Periodicals B

The following shipments should be booked no later than 17:00 on the weekday (Mon-Fri) before dropping off:

- Sorted shipments containing at least 50,000 shipment items.
- Unsorted shipments containing at least 20,000 shipment items.

Should the amount of submitted shipments exceed the booked number of shipments, there is a risk that delivery of the total shipment will be delayed. If the number of submitted shipments is lower than the booked number of shipments, there will be a charge for the difference in the form of a fee for each extra shipment, in accordance with our most recent price list.

For consignments that have not been booked, which should be booked in accordance with the above stated information, there will be an additional charge per shipment in the consignment, in accordance with the most recent price list (see price "Differens bokning"). In addition to this, there is also the risk of delayed delivery times.

#### Publication copies A

Publication copies A do not need to be booked.

### 2.4 Invoice data and delivery notes

Before dropping off, fully completed electronic invoice data must always be sent to PostNord.

A delivery note must accompany the shipment on drop-off. PostNord's electronic invoice data at [postnord.se](https://postnord.se).

### 2.5 Sample copies

For every drop-off, a sample copy of the publication, including any supplements and wrappings, must be provided. If there are multiple editions of the publication or if the publication's content differs for different copies of the same issue number, a sample copy of each edition or variant of the publication must be provided. If a sample copy is not submitted PostNord is entitled to apply a surcharge in accordance with the current ordinary price list – see [postnord.se](https://postnord.se).

## 3 Drop-off

A delivery note should always accompany every drop-off.

### 3.1 Location

Periodicals should be dropped off with PostNord at the following drop-off points:

#### Unsorted shipments and Publication copies A:

All letter terminals and business service centres.

#### Sorted shipments Normal and Low:

All letter terminals and some business service centres – see sorting and packing instruction at [postnord.se](https://postnord.se).

If the Customer allows another party to drop off shipments, such as a distributor or a printer, the Customer should inform this party of the agreed drop-off terms.

### 3.2 Time

- Unsorted Periodicals and Publication copies A should be dropped off on weekdays before 16:00.
- Sorted Periodicals should be dropped off on weekdays before 18:00.

There may be local deviations.

In these terms and conditions, "weekday" refers to normal working days, Monday to Friday, with the exception of Midsummer's Eve, Christmas Eve and New Year's Eve.

For shipments containing Periodicals A, that are dropped-off later than the times stated above, the customer will be debited a fee, for non reserved late drop-off, in accordance with PostNord's current price list – see [postnord.se](https://postnord.se).

If PostNord believes that the late drop-off will lead to a later delivery to the recipient, than specified in section 4.1, such a delay in delivery shall be deemed accepted by the customer. An additional fee will then not be collected.

For a possible agreement for a later drop-off time and fees for this – see PostNord's price list for Domestic Periodicals, [postnord.se](https://postnord.se).

## 4 Delivery

### 4.1 Transit time

**Periodicals A** and **Publication copies A** are normally delivered on the first or on the second working day (Monday-Friday) after the drop-off date. For more information, see the document applicable at any given time, *Leveranstider för 1:a-klassjtjänster*, at [postnord.se/leveranstider](https://postnord.se/leveranstider).

**Periodicals B** are normally delivered no later than on the fourth working day (Monday to Friday) after the drop-off date.

#### **4.2 Forward delivery**

Publications sent to recipients with no valid forwarding address or who are not known at the stated address will be discarded by PostNord.

#### **4.3 Returns**

Periodicals are never returned.

### **5 Liability**

PostNord's General Terms and Conditions for Commercial Customers and Other Organisations (PAKN) details the valid terms and conditions in terms of liability.

#### **5.1 PostNord's liability on performance of the service**

In the event that periodicals are lost, reduced, damaged or delayed, the postage paid for the periodical is the maximum that will be refunded. The term "delayed" means periodicals that are delivered or notified to the addressee significantly later than the date on which delivery or notification should normally have taken place.

In the event of faults, errors or delays in the performance of the service, the Customer is not entitled to any compensation other than that detailed in the previous paragraph.

#### **5.2 The Customer's responsibility**

The customer is responsible for packaging, booking and submitting the shipment to PostNord, in accordance with the provisions in these special terms and conditions. Deviations from the terms and conditions may result in delayed distribution or in the submission being rejected, if PostNord should deem these deviations to be substantial.

If the customer does not leave a coding area on the consignment in accordance with Point [1.5] above, a label may be placed in the space intended for the coding area.

If the packaging of the shipment and/or the shipment's information does not correspond to the information which the customer has stated in the invoicing documents, PostNord reserves the right to charge the customer in accordance with the price list for the service which meets the terms and conditions applicable to the shipment.

Deviations may also give PostNord the right to charge additional fees which are stated in the special terms and conditions and/or the most recent PostNord price list available at [postnord.se](http://postnord.se)