

# All New Reply-Paid Envelopes

As part of continual improvements to our service, we are implementing a new reply-paid envelope system, which is being supported by ECU.

Each Department will now need separate reply-paid codes (One for domestic delivery, and if required, one for international delivery as well) which we will organise for you through Australia Post.

## IF YOU WISH TO HAVE REPLY PAID ENVELOPES THE FOLLOWING STEPS NEED TO OCCUR

1. Send through the following details (listed right) to us at [Luminate.jo@ecu.edu.au](mailto:Luminate.jo@ecu.edu.au)
2. Once we have received the details that we require we'll send the application off to Australia Post.
3. Australia Post will then process the application and will provide us with the artwork for the envelopes (1 for each size envelope that you requested).
4. We'll brand the artwork with the ECU logo and send to you for final approval.
5. Finally, once you have approved the artwork we'll organise your envelopes to be printed and delivered to you ready for use.

### Please note:

Each code that is required will incur an annual fee from Australia Post which will be charged to the department's cost centre.

## DETAILS

- a. The building, room number, department/project name and the person's name that you want to show on the envelopes
- b. The Cost Code to be charged (this can be changed later on for different projects)
- c. Are you planning on sending reply paid envelopes abroad?
- d. Are you going to be using just 1 size of envelope or multiple? (If so, what sizes)
- e. What is the use of the envelopes (e.g. survey, research, etc.)
- f. How many of each size envelope do you want to be printed?

If you have any questions please don't hesitate to contact us at [Luminate.jo@ecu.edu.au](mailto:Luminate.jo@ecu.edu.au) or on 6304 4801