



INSTRUCTIONS FOR SORTING, PACKAGING AND LABELLING PROMOTIONAL DELIVERIES

According to the conditions of the standard contract for promotional deliveries, the client is obliged to transfer the consignments to the Post after sorting and packaging them. Compliance with the requirements will guarantee that the consignments are processed faster and that they reach the addressees more quickly. The purpose of this document is to provide you with guidelines and examples related to following the packaging requirements.

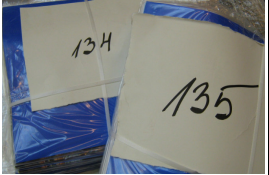
The following requirements should be followed when transferring unaddressed promotional deliveries:

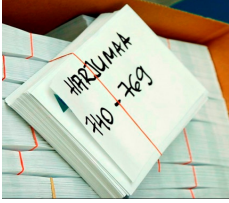
<ul style="list-style-type: none"> • The promotional deliveries must be assembled into packages comprising an equal quantity of promotional materials. • The deliveries should be packaged so that the materials are securely fixed (banded together). 	
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	<ul style="list-style-type: none"> • The maximum weight of an assembled package in a container cannot exceed 3 kg. • A note must be added to every container, specifying the number of packaged deliveries in the container and the number of promotional materials in the packages (each by unit). • Containers must be provided with information regarding the entity that ordered the delivery and the name of the delivery.
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The following requirements should be followed when transferring direct promotional deliveries:

Sorting:

<ul style="list-style-type: none"> • The deliveries must be sorted into packages based on the first three numbers of the postal code, starting from the lowest number, and the last piece of mail in the package must be placed upside down compared to the others (with the side with the address facing out). • When the third number of the postal code changes, the deliveries must be assembled into a new package. 	
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- If there are less than 10 deliveries with the same postal code, all deliveries should be assembled together, starting from the lowest postal code number (if possible, the deliveries should remain unpackaged or fastened with an easily removable agent), although deliveries to Tallinn, Harju County and the rest of Estonia should be separated.

Labelling:

Labelling conditions for quantities of less than 10,000 units:

- The labels of the containers should be marked with the postal code range and the destination area of the packages inside (Tallinn, Harju County, or elsewhere in Estonia).

Labelling conditions for quantities of more than 10,000 units:

- The containers must be provided with labels according to the following table:

County	Beginning of postal code
Tallinn	10001 – 19999
Harju County	74 – 76, separate deliveries to Viimsi (74001) if possible
City of Tartu	50 – 51
Pärnu County	80 – 88
West-Viru County	44 – 46
Viljandi County	69 – 71
Lääne County	90 – 91
Narva	20
Kohtla-Järve	30
East-Viru County	31 – 43
Hiiumaa	92
Järva County	72 – 73
Saaremaa	93 and 94 separately
Rapla County	784 – 79



- In the case of regions not specified here, label the parcel "elsewhere in Estonia".



- Make sure that you do not assemble promotional materials intended to be sent to Tallinn, Harju County with those intended for the rest of Estonia in the same container.
- The size of an assembled package is restricted primarily by its weight, which must not exceed 7 kg.

If unsorted or unpackaged deliveries are transferred to the Post, it will handle the sorting/packaging of the deliveries and the client will pay for the additional service rendered in accordance with the valid price list.