

## CEADÚNAS

### Terms and Conditions

- Have the following minimum volumes per posting:

Letters:	2,000 items
Packets:	500 items
Parcels:	100 items
- Always use a correct postal address.
- Always present mail divided between local and forward e.g., in Dublin:
  1. Dublin City & County (local)
  2. All Other Places (forward)
- Keep mail bearing postage stamps or franked impressions separate from Ceadúnas items and keep post with different service identifiers separate.
- Present Ceadúnas items bundled in 50's (for bulkier items bundle in 10's).
- Ceadunas mail must be presented prior to 3pm in Dublin and 4pm elsewhere.
- Mail must be presented with all addresses facing the same way.
- **Always** use a return address on the front of the envelope in the top left hand corner.
- Ceadúnas items must always be presented at the approved designated posting office.
- Ceadunas mailings must be paid for in advance of, or at the time of, posting except where a Deposit Account is used or where payment is via the Central Billing system (If acceptance officers are in any doubt regarding the status of the customer i.e. Deposit Account/Central Billing, they should contact Mails Revenue Section for confirmation).
- Present a docket for each individual posting with details of the number of items posted at each rate and the total number of items presented.
- Ensure that the cover of Ceadúnas items bears the approved pre-printed logo which denotes prepayment of postage.
- Ensure that the sample logo shown is the only acceptable design.
- Ensure that the mail bearing postage stamps or franked impressions is not included with Ceadúnas items.
- Keep different service identifiers separate.

**NB. An Post reserves the right to withdraw this Ceadunas Licence immediately for any breach of these terms and conditions and otherwise can withdraw for any reason on giving 28 days notice.**

## **Ceadúnas - Logo Format**

Post town in Irish

e.g. Baile Atha Cliath

<b>Postage Paid Postas Ioctha</b>	<b>Baile Atha Cliath</b>
	<b>Ceadúnas 1041</b>

### **Service Identifiers**

(must be shown in the  
bottom left hand box)

"L" - for Letter

"DM" - for Postaim

"Per" - for Periodicals

"News" - for Newspapers

"P" - for Parcels

"IBMS" - for International Business Mail Services

### **Licence Number**

e.g. Ceadúnas 1041

**Minimum logo dimensions are:**

**Width 35mm, length 15mm.**

**Maximum logo dimensions are:**

**Width 70mm, length 36mm**

**Ensure that the service identifier is inserted in the bottom left hand box of the Logo format.**

**For further information please contact us at**

**1850 26 23 62**

**Or write to us at: An Post, Customer Services, General Post Office, O'Connell Street,  
Freepost, Dublin 1.**

