

DRAFT PRO FORMA LETTER FOR USE AT LPOs WHERE THERE HAS BEEN AN INCREASE (OR DECREASE IF APPLICABLE) IN THE NUMBER OF BAGS & TRAYS DESPATCHED. KEEP A DAILY TALLY FOR AT LEAST ONE MONTH TO SHOW THAT THE COUNT IS ACCURATE. TO COVER THE INCREASED VOLUMES PRE-CHRISTMAS IT IS USUAL TO MULTIPLY THE MONTHLY TOTAL BY 13 TO ALLOW FOR THIS INCREASE. YOUR REQUEST SHOULD BE ADDRESSED TO AUSTRALIA POST. KEEP A COPY OF THIS LETTER & FOLLOW UP IF NO RESPONSE FROM AP WITHIN 2 WEEKS

Fill out your LPO details here and remember to include the date

FROM: LICENSED POST OFFICE

.....

.....

DATE:

TO: LPO/NETWORK/AREA MANAGER
AUSTRALIA POST

.....ADDRESS.....

.....

Address the letter to your
Australia Post
Network/Area Manager

Dear [NETWORK MANAGER'S NAME],

REQUEST FOR INCREASED PAYMENT FOR BAGS & TRAYS DESPATCHED

I have recently undertaken a review of the number of bags dispatched from my LPO. My survey shows an average of XXXX per month. The count exceeds the volume and payment for bags and trays despatched currently paid to this LPO.

Over the Christmas trading period, outgoing mail and parcel volumes increase significantly and this amount should also be taken into consideration. I therefore request that my monthly bags despatched be increased to XXXXX.

Please adjust my LiPOMS Data Collection Report accordingly.

I have included a copy of my survey.

Yours faithfully,

Licensee

Sign the letter then double-check your figures before faxing or posting to Australia Post