

DRAFT PRO FORMA LETTER FOR LPOs ELIGIBLE TO RECEIVE THE CARDED ARTICLE FEE AS PER SECTION 3.2.2 OF THE LPO MANUAL, & ANNEXURE A OF THE LPO AGREEMENT. AN EXTRA PARAGRAPH MAY BE INSERTED IF DESIRED, REQUESTING AN INCREASE IN THE PER ITEM PAYMENT – THIS REQUEST SHOULD BE JUSTIFIED. KEEP A COPY OF THIS LETTER & FOLLOW UP IF NO RESPONSE FROM AUSTRALIA POST WITHIN 2 WEEKS.

FROM: LICENSED POST OFFICE

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.....
.....

DATE:

TO: LPO/NETWORK MANAGER
AUSTRALIA POST
.....ADDRESS.....
.....

**REQUEST FOR INCREASED CARDED ARTICLE PAYMENT
LPO Manual 3.2.2**

Please note that this outlet has performed a count of articles and parcels carded to it over the past [XXXX] weeks. It is noted that the count exceeds the volume and payment for carded articles currently paid to this office. A copy of my survey is attached.

Please arrange for an increase in the carded article fee to be paid to this LPO immediately and backdated to the commencement of my survey.

Please amend the LiPOMS Data Collection Report accordingly.

The count of articles and parcels was arrived at by way of scans, and cards where scanning could not take place. The cards are available at this LPO for inspection should you wish.

Thank you for your immediate attention to this request.

(signature)

Licensee