

Permit Mail

Save time, improve your mail handling efficiency.
Use Permit Mail!



- Permit Mail saves time and increases efficiency
- Permit Mail saves you money
- Permit Mail is easy to set up and manage



BotswanaPost 

We will deliver

It is often time consuming to lick hundreds of stamps, or to spend time at a franking machine. Permit Mail is a method of payment that saves you time. You simply have your Permit Mail impression printed in the top right hand corner of your mail items.

Use Permit Mail!

- Permit Mail **saves time** and **increases efficiency** - simply pre-print your Permit Mail impression on your mail items and forget about licking stamps or franking items.
- Permit Mail is **easy to set up and manage** – fill in your application form and send it to us. We will give you a Permit number within 24 hours that you can use for both envelopes and parcels within Botswana and overseas.
- Permit Mail **saves you money** - reduce your labour costs in preparing your mail and, if you regularly mail 500 items or more, you may get additional discounts on normal postage rates.

Applying for a Permit Mail number

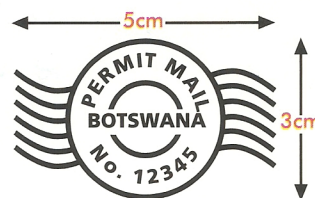
- Use the specimen shown to design a Permit Mail impression that will be pre-printed on your mail items.
- Complete and return the enclosed application form together with a sample of your impression to us.
- We will notify you of your Permit Mail number within 24 hours.

Permit Mail conditions of mailing

- All Permit Mail must have an authority number issued by BotswanaPost.
- The Permit Mail impression must be pre-printed in the top right hand corner of all your mail items.
- Present your mail items to us in trays, boxes or bundles with addresses facing outwards and the Permit Mail impression in the top right hand corner.
- Permit Mail can be accepted at any approved lodgement point.
- No Permit Mail items may be placed in any Post Box. We reserve the right not to deliver any Permit Mail items which are found in Post Boxes without prior payment.

- Permit Mail items will not be date stamped and it is not necessary to affix postage stamps.
- Payment terms for the mail are agreed prior to mailing or at the time of mailing.
- You keep your Permit Mail number until it is cancelled either by yourself or BotswanaPost
- You may not use Permit Mail envelopes as reply envelopes for your customers to post back to you. Enquire about Business Reply if you want your customers to respond to you.
- If you contravene any of the conditions laid down, Botswana Post may cancel your number. We will attempt to contact you first.

How to design Your Permit Mail impression



- Design your Permit Mail impression according to the specimen detailed above.
- You may use any colour for your Permit Mail impression as long as the other conditions are adhered to.
- Please have your envelope design approved prior to printing by faxing it to (267) 352848.

**If you have any inquiries about
this service please phone us
toll free on 0 800 33 55 77**

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