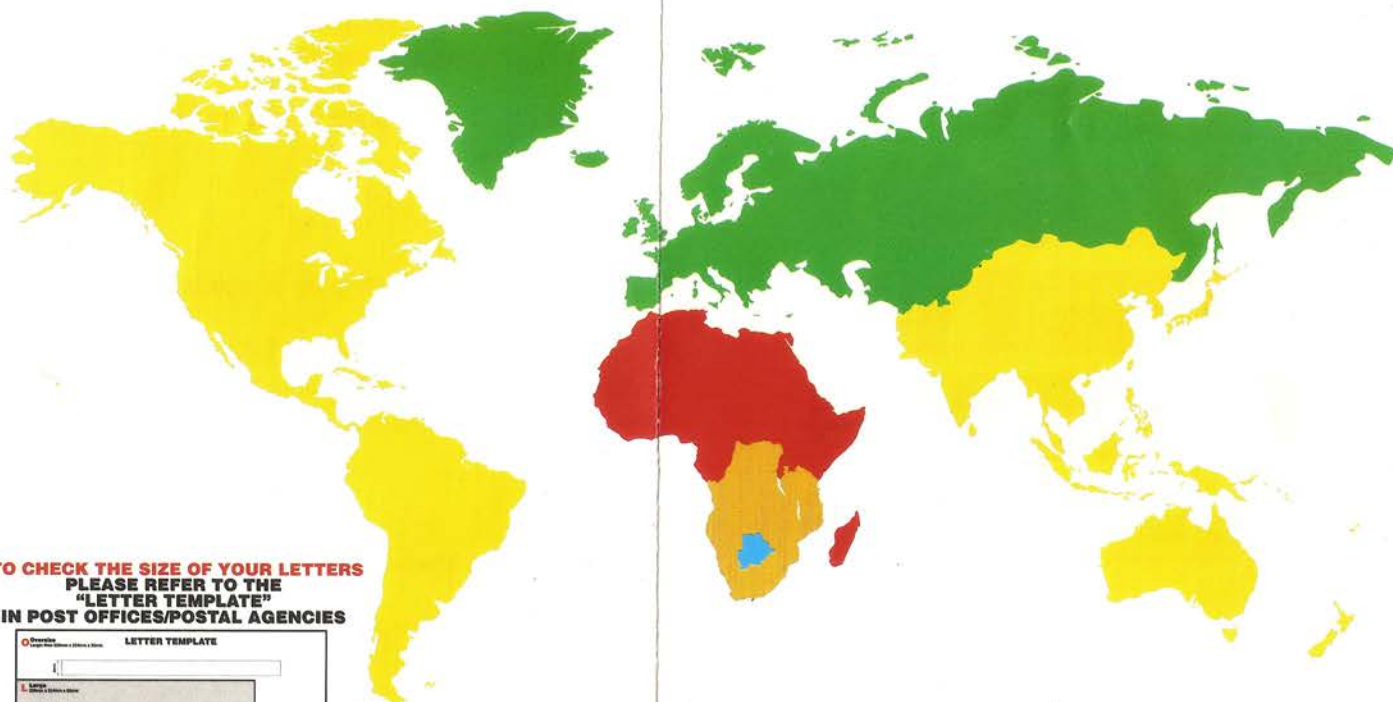


Postage Zones and Rates



**TO CHECK THE SIZE OF YOUR LETTERS
PLEASE REFER TO THE
"LETTER TEMPLATE"
IN POST OFFICES/POSTAL AGENCIES**



HOW TO USE THE COLOUR GUIDE

- After you have confirmed your letter size, locate your destination on country list
- See which zone it falls into on the map
- Go to the pricing guide and check the amount
- If you are in doubt ask a counter staff member

ZONE 1 BOTSWANA	ZONE 2 SADC	ZONE 3 REST OF AFRICA	ZONE 4 EUROPE	ZONE 5 REST OF WORLD
All destinations	Angola, D.R. Congo, Lesotho, Malawi, Mauritius, Mozambique, Namibia, Seychelles, South Africa, Swaziland, Tanzania, Zambia and Zimbabwe	Refer to the colour reference on world map.	Refer to the colour reference on world map.	Refer to the colour reference on world map.

Posting Letters made easy



Information and Reference Guide

Questions and answers on how our new postage system works

Keep this booklet handy

It's simple
Easy & convenient

PRICING GUIDE

Item	Size or Weight	with Botswana		SADC region		Rest of Africa		Europe		Rest of World	
		Surface	Air	Surface	Air	Surface	Air	Surface	Air	Surface	Air
Letters Standard	120x235x20mm	0.50	1.00	1.75	1.10	2.00	1.30	2.50	1.50	3.00	
Letters Large	229x324x20mm	1.30	3.80	5.00	4.00	6.00	4.50	8.50	5.00	10.00	
Letters Oversized	>229x324x20mm	2.10	7.40	10.00	8.00	12.00	9.00	15.00	10.00	18.00	
Post Cards		0.50	0.80	1.75	0.80	1.25	0.80	1.75	0.80	1.75	
Aerograms		N.A.	N.A.	1.75	N.A.	1.75	N.A.	1.75	N.A.	1.75	
Packets											
	up to 100g	0.80	2.50	6.00	2.80	2.00	3.00	9.00	3.20	11.00	
	100 - 250g	1.25	6.50	10.00	7.00	12.00	7.50	15.00	8.00	18.00	
	250 - 500g	2.00	13.00	18.00	15.00	20.00	18.00	30.00	20.00	35.00	
	500 - 1000g	2.80	26.00	32.00	29.00	38.00	34.00	60.00	37.00	70.00	
	1000 - 1500g	3.50	43.00	52.00	47.00	57.00	51.00	90.00	55.00	105.00	
	1500 - 2000g	4.15	58.00	70.00	65.00	75.00	70.00	120.00	75.00	140.00	

MAIL CLASSIFICATION

- Letters are defined as items containing printed material only. If the letter is heavier than the maximum weight or exceeds 20mm in thickness, packet prices are applicable.
- Letters have a maximum weight of 1kg within Botswana (Zone 1) 200g to international destinations (Zone 2 - 5).
- Parcels are defined as items containing non-printed matter or printed matter heavier than the maximum letter weights.



Ask our counter staff members for assistance

Effective from September 1, 2001



We will deliver

For more information you can visit our website: www.botspost.co.bw or call 0800 33 55 77 toll free

Introducing a new and very reliable postage rate system tailor-made for all your letter requirements. Unlike other systems where postage is based on weight, our new pricing structure is based on the size of your envelope and the zone you are sending it to.

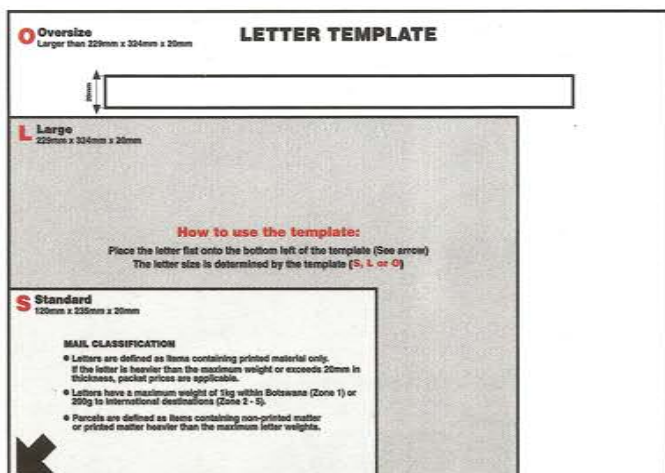
There will basically be three letter sizes:

S Standard
120mm x 235mm x 20mm

L Large
229mm x 324mm x 20mm

O Oversize
Larger than 229mm x 324mm x 20mm

Refer to the letter size guide template for clarification
(See example below)



What are the key benefits?

- Faster customer service
- It is easy to remember the new rates
- No need to weigh a letter to know what the postage will cost
- If you know the size you will know what the cost of postage is
- You won't need to visit a post office to post a letter, just affix the stamps that equate to the size and zone, and post it!

We have reduced the number of postage zones to five making it easier for the customer and BotswanaPost to understand and manage.

The zones are as follows:

	ZONE
BOTSWANA	1
SADC	2
REST OF AFRICA	3
EUROPE	4
REST OF WORLD	5

A “Postage Zones and Rates guide” will be placed in every post office and postal agency showing you exactly what you will be paying. Our helpful staff members will be available to assist.

Questions and answers

Q Are there any hidden costs involved at all?

A No. You will only pay for your envelope size and destination depending on which zone (between 1 - 5) you are sending your letters to.

Q Will there be a need for me to throw away my envelopes and purchase new ones?

A No. They can still be used.

Q Will the new size structure change the way I have been sending mail in the past?

A Yes. But all we have done is made it simpler for you to post your letters.

Q Will I benefit from this new system?

A Yes. Matching your envelope to the correct size and zone, you will be able to affix the appropriate value of stamps and post it in the post box, without having to queue at a post office.

Q Will I have to throw away my existing stamps?

A No. They can still be used to make up the correct postage.

Q How will I know which zone my letter is going to?

A We have made it simpler by reducing the number of postage zones to five, namely, **Botswana**, **SADC**, **Rest of Africa**, **Europe** and **Rest of World**. This means that there will be five price structures based on the zones (1-5) and not individual charges for each country. The use of colour coding will make it easier for you to locate the zone. **Simply follow the instructions on the “Information and Reference Guide”.**

Ask the counter staff for assistance if in doubt.