

EXPRESS POST & POSTAGE PAID ENVELOPES ORDER FORM

Submit request to Service Desk servicedesk@acu.edu.au or complete at Campus Reception

ATTN: CAMPUS CONCIERGE

Date Requested	
Campus Location	
Name	
Department	
Account Code	

Item	Qty	Unit Price	Subtotal	Office Use Only	
				Supplied	Cost
DOMESTIC EXPRESS (Aus wide)					
Prepaid Express Post C5 Envelope 229mm x 162mm		\$6.00			
Prepaid Express Post B4 Envelope 353mm x 250mm		\$7.20			
Prepaid Express Post 500g Satchel 330mm x 220mm		\$10.55			
Prepaid Express Post 3kg Satchel 405mm x 310mm		\$14.80			
POSTAGE PAID ENVELOPES					
C4 Envelopes – Box 250		\$178.00			
C5 Envelopes – Box 500		\$164.00			
DL Envelopes – Box 500		\$98.00			
INTERNATIONAL EXPRESS					
Prepaid Express Post C5 Envelope 229mm x 162mm		\$15.35			
Prepaid Express Post B4 Envelope 353mm x 250mm		\$23.75			
				TOTAL	\$