

TERMS AND CONDITIONS FOR THE DISTRIBUTION OF ADDRESSED LETTERS

Bring Citymail Sweden AB (company registration number 556591-6961), ("Bring Citymail") will provide this service.

VOLUME

A minimum of 500 mail items per drop-off sorted in a coherent sequence of postal codes.

FORMAT, WEIGHT AND DIMENSIONS

All of the mail items in a consignment shall have the same format (e.g. C4, C5). If multiple formats occur within the same consignment, they will be priced and handled as separate consignments. The weight of mail items within a consignment may vary. The maximum weight per mail item is 2 kg. Bring Citymail undertakes to distribute mail items with dimensions up to 80*250*450 mm (thickness, width, length). There is a surcharge for mail items thicker than 30 mm.

ADDRESSING AND LABELLING

Bring Citymail undertakes to distribute correctly addressed mail items. This refers to items completed accurately with the personal/business name and address in compliance with the Swedish standard for postal addresses, SS613401:2011.

Items shall be marked with one of the following alternatives: Port Payé, Sverige Porto Betalt, B Sverige Porto Betalt, B Ekonomibrev or any other marking approved by Bring or PostNord. Furthermore, the sender (sender's name and address) shall be listed legibly along with a Swedish return address.

OTHER MARKING

Bring Citymail reserves the right to add information related to change of address, mail operator and/or production to mail items. Should this occur, it will be added to predefined areas depending on the format of the mail item (e.g. C4, C5). For further information, see www.bring.se/villkor/villkor-post.

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Dangerous goods

It is the Customer's responsibility to ensure that mail items do not contain substances that are classified and marked as dangerous goods under Swedish Chemicals Agency regulation KIFS 2005:7 or the new EU Classification Regulation no 1272/2008.

Unlawful content

The contents of mail items shall comply with the basic rules for advertising and direct marketing generally accepted within the industry. Refer to the International Chamber of Commerce regulations at www.icc.se. The contents of mail items may not contravene applicable laws and regulations.

Bring Citymail reserves the right to refuse distribution for mail items it considers to be in breach of the above.

PRODUCTION PLANNING DATA

The Customer undertakes to remit production plans that serve as the basis for Bring Citymail's planning. The plans shall include the following information:

- Preliminary date, volume and weight information per consignment and the mail producer.

BOOKINGS

Consignments shall be booked as follows:

Consignment volume	To be booked no later than
Fewer than 10,000 mail items	12:00 pm on the drop-off day
10,000 – 200,000 items	17:00 on the business day prior to drop-off day
More than 200,000 mail items	3 business days before drop-off day

Bookings shall be made via the Partner Web or any of the following telephone numbers, fax numbers or email addresses.

Stockholm	Phone: +46 8-599 09 960 Fax: +46 8 599 09 969 Leverans.sthlm@bringcitymail.com
Gothenburg	Phone: +46 31-706 38 27 Fax: +46 31-706 38 02 Leverans.gbg@bringcitymail.com
Malmö, Sweden	Phone: + 46 40-680 85 64 Fax: +46 40-680 85 51 Leverans.mlm@bringcitymail.com

DELIVERY NOTES

A delivery note assigned by Bring Citymail shall be transmitted electronically via the Partner Web or e-mailed as soon as the goods leave the Customer or the mail producer selected by the Customer. A physical delivery note shall also accompany the goods. The delivery note, which is the basis for invoicing, shall be completed correctly and include:

- The quantity of mail items per specified postal code range
- Definite mail drop-off date
- Piece weight or average weight per mail item
- Freight sender and invoice recipient (or customer number)
- Whether or not the mail drop-off is partial or final.
- If the consignment is divided up and produced in groups, where each is sorted into postal code order, a delivery note shall be prepared for each group.

Bring Citymail accepts the partial delivery of consignments only by prior, separate agreement with the Customer or the mail producer selected by the Customer. However, it is always the mail producer's responsibility to keep the Customer informed of changes to mail drop-off.

DISTRIBUTION AREA, SORTING, SEPARATION, PACKING AND DESTINATION SEPARATION

Bring Citymail currently distributes to over 60% of Swedish households and businesses. The current summary showing which postal codes are included in the distribution areas and instructions for postal code sorting, separation, packing and destination separation is available at www.bring.se/villkor/villkor-post in the document *Packing Instructions for Addressed Mail*.

LOAD CARRIERS

Transport boxes, half-pallet containers, cages and other load carriers provided by Bring Citymail are owned by Bring Citymail and may only be used to transport mail items from the Customer, or the Customer's mail producer, to Bring Citymail and vice versa.

DROP-OFF POINTS

Consignments shall be brought to Bring Citymail at any of the following drop-off points:

Stockholm	Kumla Gårdsväg 21 SE 145 63 Norsborg
Gothenburg	Ågatan 38 SE 431 37 Mölndal
Malmö, Sweden	Tegelvägen 4 SE 232 54 Åkarp

DROP-OFF TIMES

Consignments shall be brought to Bring Citymail no later than 16:00 on the drop-off day. Within Sweden, Bring Citymail will provide pick-up of consignments from the Customer or mail producer chosen by the Customer to Bring Citymail's nearest drop-off point. Pricing terms for collections are governed by agreement between Bring Citymail and the Customer. Collection times may vary depending on where the Customer or mail producer is located.

DISTRIBUTION

The distribution of mail items takes place according to a fixed, recurring schedule. Distribution usually takes place within three (3) business days after the drop-off day with the exception of Midsummer, Christmas Eve and New Year's Eve. If a mail item cannot be accommodated by the recipient's letterbox/mail slot, the recipient will be notified that the mail item is available for collection from Bring Citymail's pick-up network.

CUSTOMER RESPONSIBILITIES

The Customer is responsible for ensuring that mail items are prepared, booked and brought to Bring Citymail under the provisions of these terms and conditions. Deviation from these terms and conditions may entail surcharges, delayed distribution or the rejection of the drop-off if Bring Citymail determines that the deviations are sufficient.

BRING'S RESPONSIBILITIES

Bring Citymail's responsibility for a mail item takes effect when Bring Citymail receives the mail item, and ceases when the mail item is delivered to the specified recipient's address. For mail items notified for pick-up from Bring Citymail's pick-up network, Bring Citymail's responsibility ceases once the mail item has been picked up. Bring Citymail's responsibility also ceases when a mail item is considered undeliverable and is returned to sender or forwarded to the Swedish Post and Telecom Authority.

DEVIATIONS

Incomplete markings prevent Bring Citymail from distributing a consignment. In the event of this, Bring Citymail will contact the Customer for a decision on further handling. In the case of inadequate postal code sorting, the Customer will be invoiced for a sorting surcharge for the volume concerned, and distribution may be delayed. Distribution may be delayed in the event of deviations from other *packaging instructions* and booking times. If the Customer has overdue, unpaid invoices, Bring Citymail has the right to postpone the start of distribution until the outstanding receivables are paid.

STATISTICS

As part of TNS Sifo's monitoring of advertising investments in Sweden, Bring Citymail along with other ADM distributors, provides information to RI on an ongoing basis regarding its ADM distribution. The information includes data about postal costs based on gross prices. Upon customer request, Bring will provide more detailed information about the data submitted to RI.

FORCE MAJEURE

Every circumstance beyond Bring's control such as war, sabotage, requisition, insurrection, riots, fire, water damage, lightning strikes, natural disasters, extreme weather conditions, labor disputes, break-ins, computer hacking, government action and errors, shortage or delays in the supply of energy, fuel, telephone connections or other communications as well as errors, shortfalls or delays of deliveries from sub-suppliers based on the circumstances referred to in this paragraph, will be deemed to constitute grounds for exemption from liability should it occur within the period of these conditions.

VALIDITY

All of the above conditions are valid as of 1 January 2017.

