

Terms and conditions

1. Description

This Service allows the application of a 'postage paid' impression to be put on mail as alternative to franking or the use of stamps. The IOMPO will grant the Customer a Licence to use a Postage Paid Impression subject to the conditions set out in these terms and conditions.

2. Available to

Business Customers and Personal Customers resident or registered in the Isle of Man.

3. Definitions

- 3.1. 'Business Customer' means any person or company using the Service to assist their business or for monetary gain.
- 3.2. 'Charges' means the charges for the use of the Service as set out in section 9 below.
- 3.3. 'Credit Account' means a credit account agreed between You and the IOMPO upon the terms set out in the Terms and Conditions.
- 3.4. 'Customer' means any legal person applying for the Service.
- 3.5. 'IOMPO' means the Isle of Man Post Office (a statutory board of Tynwald).
- 3.6. 'Licence' has the meaning set out at section 5.2.
- 3.7. 'Licence Number' has the meaning set out at section 5.2.
- 3.8. 'Mailing' means one (1) batch of postal items logged in the Postage Account Payment Book as a single or consolidated entry.
- 3.9. 'Personal Customer' means Customers who use the Service normally for convenience only.
- 3.10. 'Postage Account Payment Book' means the postage account payment book provided to You by the IOMPO.
- 3.11. 'PPI' means Postage Paid Impression(s).
- 3.12. 'Service(s)' means the Postage Paid Impression services.
- 3.13. 'Terms and Conditions' means the general terms and conditions which apply to the delivery of the Service and which can be found at www.iompost.com
- 3.14. 'We', 'Us' and 'Our' means the IOMPO.
- 3.15. 'You' and 'Your' means the Customer.

4. General Terms

The Terms and Conditions apply to the provision of these Services by the IOMPO.

Postage Paid Impression Services

5. Application

- 5.1. Before this Service can be used:
 - 5.1.1. An application form must be completed and accepted by the IOMPO.
 - 5.1.2. You must set up a Credit Account.
 - 5.1.3. The Licence can be applied either:
 - (a) By using the PPI stamp provided and stamping every item sent, or
 - (b) By having envelopes pre-printed with an approved design.
- 5.2. Once all of the requirements as set out in section 5.1 have been satisfied, the IOMPO will issue you with a licence to use the Services upon the terms set out in these terms and conditions (the "Licence"). The Licence will have a unique Licence number (the "Licence Number").

6. Services and Duration

- 6.1. The Licence will be issued from the date of issue of the Licence Number and shall be terminated on notice by the IOMPO.
- 6.2. The IOMPO will provide You with a Postage Account Posting Book upon issue of the Licence. You must log all of your mail on receipt of a PPI in this log book and provide copies of your entries on each day a Mailing is submitted.
- 6.3. The IOMPO will provide you with a PPI stamp for you to use to imprint your mail with your PPI.

7. Special Conditions

- 7.1. You must have a Credit Account in order to use the Service.
- 7.2. The PPI must appear always on the top right-hand corner of the envelope, card, wrapper or label, no more than 20mm from the edges of the item.
- 7.3. Pre-printed items must have the design approved by the IOMPO before printing.
- 7.4. All items in a single PPI Mailing should:
 - 7.4.1. be presented in bundles of no more than one hundred (100);
 - 7.4.2. have addresses on the same side up and facing the same way;
 - 7.4.3. either be pre-printed and/or rubber stamped items.
- 7.5. For large mailings, IOMPO provides a number of solutions to make sending post easier. Contact our Business Development team on 6984444 or sales@iompost.com for more details.

8. Charges and Payment Terms

There is no additional charge for this service, however its continued use is subject to the Customer maintaining a Credit Account.