



**Design Instructions
Version 8.2
2010**

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1 OVERVIEW

iPost is a comprehensive service provided by Itella Information Oy to corporate customers for sending letters. The iPost service is a solution catering for the needs of businesses of all sizes, for sending single letters as easily as large volumes of hundreds or tens of thousands of items. iPost letter can include e.g. invoices, account statements, payslips, bulletins and loyal-customer letters, printed in black-and-white or in colour, according to the customer's preferences.

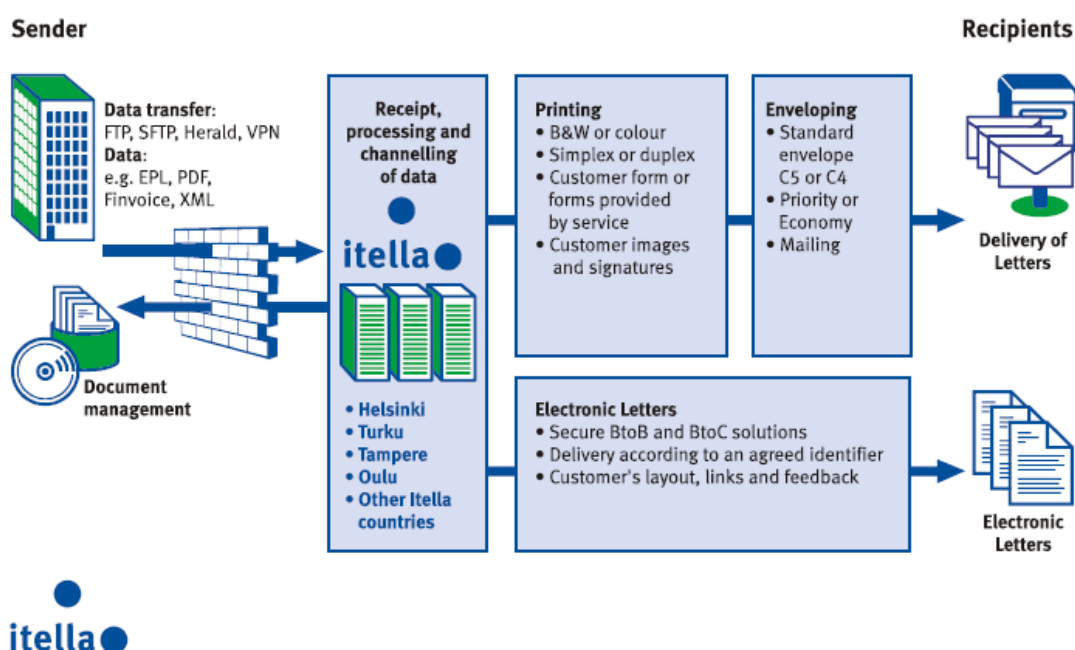
These design instructions apply to iPost data to be submitted in EPL format. Separate design instructions exist for iPost Finvoice and iPost PDF.

1.1 Service description

The sender submits the desired letter data electronically to Itella which prints the data out as letters using either forms provided by the service or the sender's own forms. Itella then envelopes and delivers the letters to the recipients through Itella Group's delivery network. The electronic forms and images used in printing the letter are stored in the service server's form/image bank and called to the iPost file. Black-and-white forms saved in the Standard iPost service cannot be used for colour printing. The form includes standard texts and pictures to be printed on the page as well as information on the layout. Preparing an iPost data does not require the use of certain software. Many software houses offer ready-made iPost solutions.

For this service, it is possible to combine electronic archiving and electronic letters to consumers and companies.

iPost – on paper or electronically



1.2 Agreements

Using the iPost service requires an iPost service agreement with Itella Group or Itella Information Ltd. For more information, visit Itella's website at <http://www.itella.fi/ipost> or send an e-mail to myynti@itella.com.

After concluding an agreement, the customer receives a customer code and password, for the use of which he or she will be responsible. All customer forms and images are saved under the customer ID. Invoicing is conducted in arrears per calendar month based on the number of letters arriving in the service and forms or images saved under the customer ID. The invoice contains an itemisation of letter mailings including letters sent by letter class (Priority or Economy). A department-specific itemisation for the invoice is possible using the department code in the file. Neither subscription nor mailing-specific fees are charged for the service.

1.3 Letter classes

All letters in a mailing batch must be of the same class.

Priority letter, within Finland

iPost Priority arriving on the Supplier's server on working days (Mon.–Fri.) by 4 p.m. will be delivered as a standard mail delivery the next working day, subject to the reliability rate confirmed in the General Delivery Terms of Itella Group, and the remaining items no later than on the second working day.

Priority letter, to other countries

iPost Priority arriving on the Supplier's server on working days (Mon.–Fri.) by 4 p.m. will be printed and enveloped during the same day and handed over to Itella Group's transport network to forward to the target country using the fastest transport. More info about the schedule: www.posti.fi/kortitjakirjeet/ulkomaankortitjakirjeet/prioritykirje.html.

Economy letter, within Finland

iPost Economy arriving on the Supplier's server on working days (Mon.–Fri.) by 12 midnight will be printed out, put into envelopes and handed over to Itella Group's transport network on the next working day. Itella Group will deliver 96 per cent of domestic Economy letters within three working days and the remaining items no later than on the fourth working day.

Service classes for iPost Colour

Priority and Economy letters

iPost Colour Priority and Economy letters arriving on the Supplier's server working days (Mon.–Fri.) by 12 midnight will be printed out, put into envelopes and handed over to Itella Group's transport network on the next working day in accordance with Itella Group's Delivery Terms for delivery to the recipient.

1.4 Standard services

Standard service is a comprehensive service for sending Priority or Economy letters containing 1 to 40 sheets. The customer delivers the iPost file electronically, in the EPL file format specified in these design instructions, to Itella. Itella will process, print out and

envelop the letters. The letters, printed out on paper and enveloped and sealed, will be delivered to the recipients in accordance with the General Delivery Terms of Itella Group through Itella Group's delivery network.

The Customer may send letters individually or several at a time, on a daily basis, directly to Itella.

White non-perforated A4 size paper and a large-window C5 or C4 envelope are used for iPost letters. Service prices include standard materials which Itella will purchase and store.

1.5 Additional services

1.5.1 iPost Finvoice

iPost Finvoice is a package solution for customer's invoicing. In this service, the customer can send physical letters to companies and consumers and e-invoices to companies. The consumers receive physical letter and electronic copy to NetPost. The customer submits the file to the Supplier's server in Finvoice format including information about the routing to paper or e-invoice. All invoices will be stored into the data bank where the sender can search invoices next 12 months. The Supplier transforms the data to EPL format, processes it according to the Standard service and prints out the letter in black-and-white or in colour as specified by the customer, and e-invoice format.

Finvoice is a generally used e-invoice format defined by Finnish banks. The implementation of this service aims to comply with the recommendations of the Finvoice standard defined by the Federation of Finnish Financial Services. Paper sizes may, however, set limits on field lengths and they may therefore differ from the Finvoice recommendation. Using the iPost Finvoice service, a determined number of forms are provided. iPost Finvoice service is described in more detail in the separate iPost Finvoice Design Instructions.

1.5.2 iPost PDF

iPost PDF service, the customer submits data in PDF format and related XML file to an specified FTP directory using either FTP or SFTP transfer protocol. iPost PDF files will be processed as standard iPost letters and standard materials will be used for printing. iPost PDF service is described in more detail in the separate iPost PDF Design Instructions and the service has its own tariffs and rates.

1.5.3 eArchiving

The recommended way to create sender's copies is to use the [electronic archiving service](#). Using eArchiving does not require any modifications to the file structure. The service is described in more detail under 7.1.

1.5.4 Printing abroad

iPost letters can also be printed out in Estonia, Latvia and Lithuania. This service has its own design instructions, tariffs and rates. Only black-and-white printing is available abroad.

1.5.5 Electronic letter

In iPost service, the customer submits the iPost data to Itella, which is then delivered to the recipient either electronically to NetPosti (www.posti.fi/netposti) or as a physical letter, as specified by the recipient.

1.5.6 Duplicate files check

This service is designed to warn the customer if it resubmits the same iPost files. When an iPost file is received from a customer, a unique md5 checksum will be calculated for it. This checksum is formed on the basis of the file content, not e.g. the file name. **Customers can order this service by e-mail from info@itella.com.** The service is intended for customers using the FTP or SFTP transfer protocol. Use of the service is free of charge and setup charges are as per the Tariffs and Rates.

1.5.7 Automatic e-mail confirmation

For this service, the Supplier informs the customer of the time of receipt of an iPost file and its size. Confirmation is sent to a maximum of three e-mail addresses. **Customers can order this service by e-mail from info@itella.com.** The service is intended for customers using the FTP or SFTP transfer protocol. Use of the service is free of charge, setup charges as per the Tariffs and Rates.

1.5.8 Electronic distribution

If the recipient so wishes, iPost data can also be delivered in an specified electronic format to a directory specified on the service's server, from where it can be downloaded to the recipient's information system.

2 ADOPTING THE SERVICE

2.1 General Description

After the agreement has been signed, the unique iPost customer ID reserved will be activated. The customer ID, password and service order forms will be sent to the contact person specified by the customer.

The customer will produce a file in EPL format. If forms provided by the service are to be used in printing, the respective data models can be ordered from iPost Design Service number +358 (0)205 388 320 or by e-mail from info@itella.com. If a form is to be designed for a customer, we will send the respective data model specified in the design phase.

iPost Design Service creates forms ordered by the customer and the respective data models, prints out tests, creates the necessary data communications, replies to received e-mail queries and answers phone calls to the service number.

Itella HelpDesk provides help for iPost customers' production issues 24 hours a day, 7 days a week. Contact Itella HelpDesk 24/7, service number +358 (0)205 388 500, helpdesk@itella.net.

2.2 Restrictions

The size of the iPost file is not restricted. However, for deliveries of **over 30,000 pages**, we kindly request that customers inform iPost Design Service beforehand, in order to agree on the data delivery method and printing schedule.

The recommended maximum size of one letter is 1 MB, corresponding to approximately 500 pages. Otherwise, the number of pages in a letter is not restricted. Should the need arise to send such large amounts of pages to a single recipient, we recommend duplex printing or, if necessary, splitting the letter into smaller parts.

A batch can include letters of one service level only, i.e. Priority class in one batch, Economy class in another.

Content restrictions on iPost Colour service

- Maximum colour overlay 20%
- No separate attachments; all attachments will be printed out on one occasion
- No special materials, e.g. security paper
- No registered letters or letters with Advice of Delivery
- No perforations
- Comprehensive service for sending Priority or Economy letters containing 1 to 40 sheets
- Form approval will use PDF drafts

2.2.1 Reserved areas on forms

Below is a model including the front side of the first page. Left and top margins of 21mm are required next to the address field. Reserved areas for production markings also apply to subsequent iPost letter pages.

In order to ensure the suitability of iPost letter for mechanical sorting, please note the following with regard to address data:

- The character size for the address is 2.2–5.5 millimetres and the font size 10–12.
- The address type font may not be *italic* or **bold**.

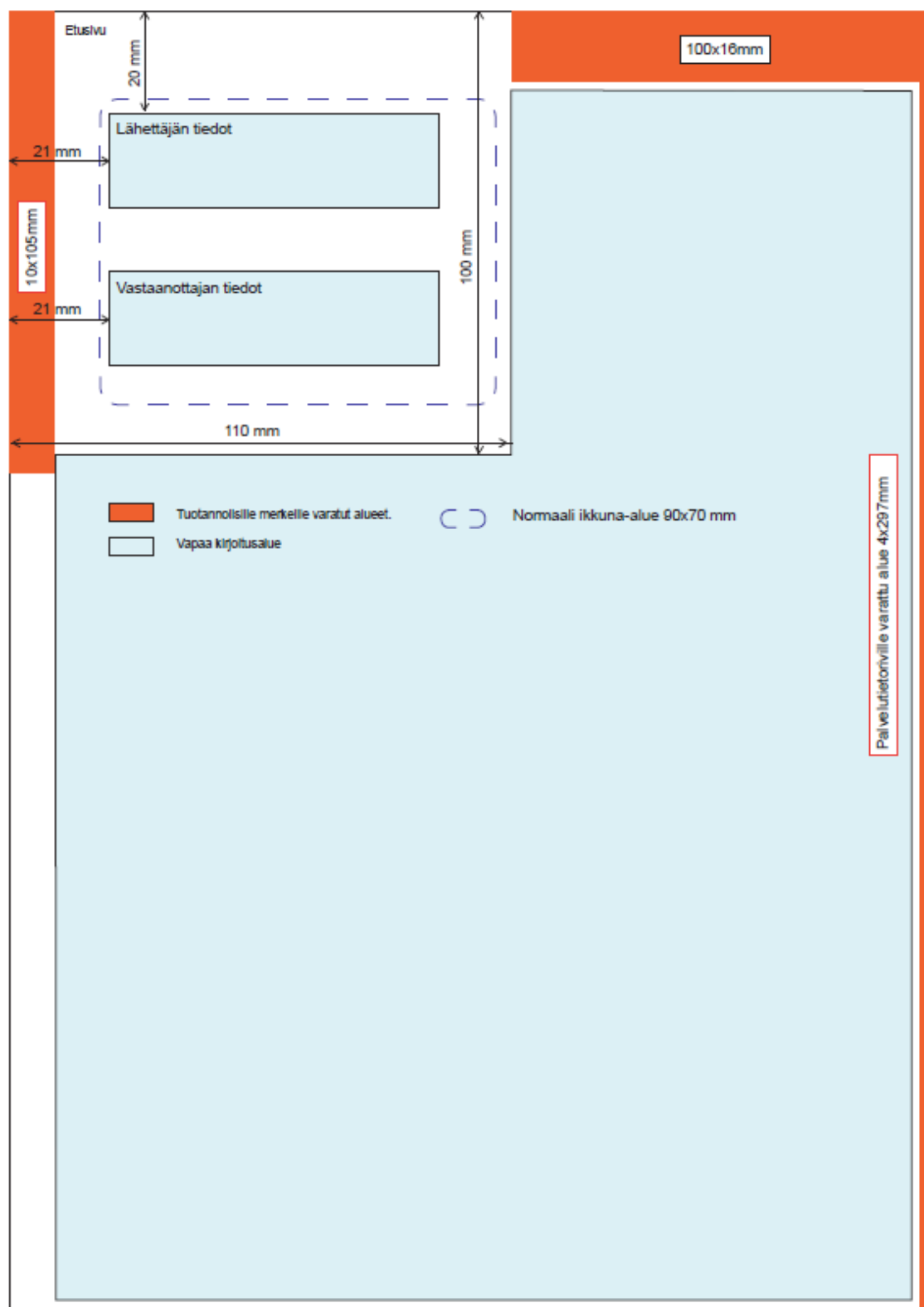
Please use the following order for address lines:

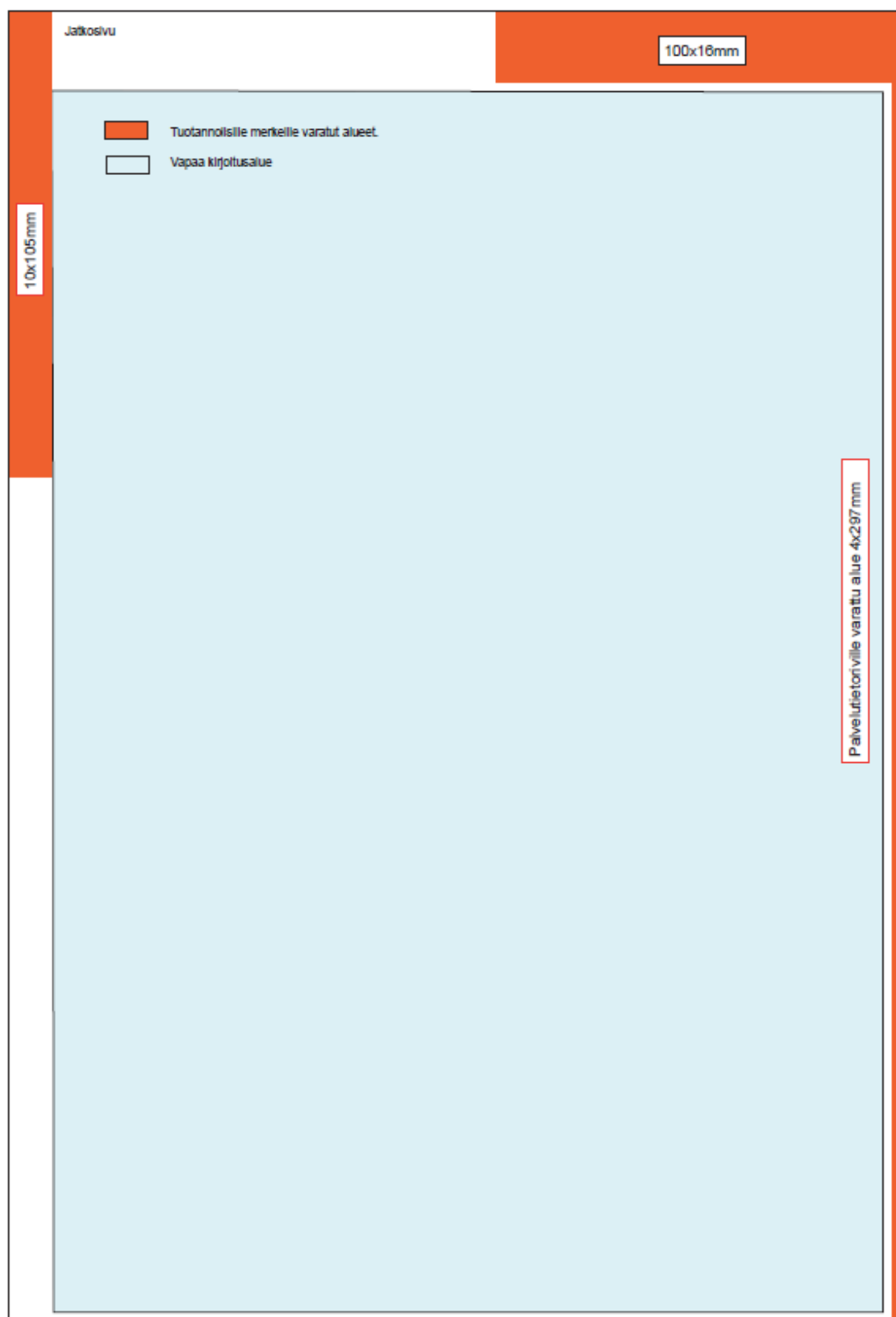
Firm Ltd
Matthew Jones
Company Alley 5
P.O. Box 5
00101 Helsinki

A letter with an international destination is the same, but the postal code must be preceded by the appropriate country code and the bottom address line must contain the country's name in capital letters. Example:

FR-75017 Paris
FRANCE

For more information, consult the Guide to Designing Letters Intended for Machine Sorting at <http://www.itella.fi/hinnatjaohjeet/kasittelyvaihtoehdot/konelajittelu.html>.





2.3 Tests

Tests are conducted to ensure that all forms, images, IDs and passwords are correct and that the chosen file transmission method is functioning. If changes are made to an application which has already been tested, the changed application must always be tested before entering the production phase.

A test file is distinguished from a production file by adding an **upper case T at position 16 of the EPL1 record. For production, this position is left blank.** The sender's contact information is specified starting at position 41 of the EPL1 line, i.e. name, phone and fax numbers or e-mail address. The test will be returned by fax. **The recommended number of pages is 1–5;** for this number, testing is free of charge.

A test with a larger amount of pages is possible, if the customer so wishes, but the procedure and processing charges must be separately agreed upon with iPost Design Service.

2.3.1 File tests

File format, called forms and images, the printing out of data on forms and printing out of special characters will be checked. Any bank barcodes will also be tested using real invoice data provided by the customer.

2.3.2 Data transfer test

The functioning of the selected data transfer protocol will be checked, and the EPL1 record will receive an upper case J at position 16. Sent files will not be processed.

2.3.3 Test results

Test data received on working days by 2 p.m. will be printed on the day of reception, if possible. The delivery method for test results will be notified starting at position 41 of the EPL1 record.

The available methods are:

- By fax, maximum number of test pages is 5
- Collecting the printouts from Itella
- Sending as a Priority letter to the contact person
- For iPost Colour, form approval is only based on PDF drafts

3 IPOST FILE

3.1 Overview

An iPost file includes both batch-specific and letter-specific control lines and text lines to be printed on the letter. The file can also include form, image and barcode calls. **Call lines** always begin with **EPL** and start at the first line position.

Text lines **printed on the letter** are of variable-length. Although the maximum length of a line is not restricted, 200 characters is the maximum in practice. The **first two** characters on each line consist of the **PCC** and **TRC** control codes (see Section 4.5). **Each line must**

end with a carriage return (CR) and line feed (LF) (ASCII dec 13/10, hex 0D/0A). In the EPL file the character set to be used is DOS 850 or ISO LATIN 1.

The **PCC** code (channel command) specifies e.g. a page break (channel command 1) and a line output location on a page. The **TRC** code specifies the used character set or font, see attachments.

EPL file always starts with a batch-specific EPL1 control record which, in addition to the customer ID and the password, specifies batch-specific data, such as batch format and letter service level (Priority or Economy).

For each recipient, an iPost letter can include one or more pages. The number of pages in each letter of one batch can vary. **One** form and **one or more** images can be called for each page from the server's form/image bank where they have been stored in advance.

Since the service uses envelopes, **address data** must be printed on the first page. This is why forms are divided into **first page** and **continuation page** forms which are different, at least with regard to the address data area. Calling a form is not required. Pages not calling a form are printed on the default form. The default form used in the service-provided blank form, **EPL8DEFF** (see models). Data to be printed out on each page must correspond to the definitions of the form called to the page (applies also to blank forms).

The number of lines printed on a page and the output location of lines depend on the definitions of the called form and on whether the page is a first page or a continuation page. Images are positioned on a page according to the co-ordinates specified by the image call. Images can be positioned between text elements or as their background.

When a barcode is used, the customer application must be able to generate a barcode string. The EPLB line of the file is used to call the barcode and the iPost system transforms the string to a barcode.

3.2 Control codes

Summary of EPL control codes used in the iPost service:

EPL1	begins a file, note that the EPL1 record must be parameterisable
EPLK	begins a letter, note that the EPLK record must be parameterisable
EPL4	begins a call for a customer's image
EPL5	begins a call for a customer's form
EPL6	begins a call for customer's rear side form
EPL7	begins a call for a service-provided image
EPL8	begins a call for a service-provided form
EPLB	begins a call for a barcode
EPLZ	ends the file and begins e-mail address list for confirmation of receipt
EPLV	begins and ends metadata

3.3 EPL1 record = Batch-specific parameterisable control data

Position	Description	Control data	
1 – 4	batch ID	EPL1	
5 – 10	customer ID	given when an iPost agreement is concluded with Itella Information Oy or Itella Group	
11 – 14	password	given to the authorised person for the customer ID, changed on request	
15	reserved	0	= compulsory value
16	service actions	empty	= normal production material
		0	= normal production material
		E	= tailor-made job (**)
		T	= test output
		J	= data transfer test, no processing
17	electronic archiving	T	= printing only, no eArchiving
		B	= both printing and eArchiving (*)
		C	= eArchiving only, no printing (*)
18	reserved	0	= compulsory value
19	reserved	0	= compulsory value
20	letter class	1	= Priority
		2	= Economy
21	envelope	S	= standard iPost envelope
22	reference code for accounting	empty	= department-specific itemisation is not used
		D	= department-specific itemisation is used
		The department code is entered in EPLK record positions 41–45 .	
23	end of file character	Z	= end of file character EPLZ is used
		empty	= end of file character not used
24	paper	0	= standard iPost paper
		V	= iPost Colour, see section 5
25–26	reserved	alphanumeric characters, agreed separately with Itella	
27–28	application ID for eArchiving		
29–40	reserved		
41–80	contact information		
		free text, e.g. sender's contact information or phone number. Note! Contact information is essential for both production and testing.	

*) Requires a service agreement

**) Always agreed upon separately with iPost Design Service, info@itella.com

3.4 EPLK record = Letter-specific parameterisable control data

Position	Description	Control data	
1-4	new letter	EPLK	
5-6	recipient's country code, e.g. FI = Finland. The country code ensures correct processing and invoicing. See section 3.7 on iPost country codes. <u>Note! If the country code columns are empty or erroneous, the letters are charged as international mail.</u>		
7-14	recipient's <u>postal code</u>	The postal code begins on the first column on the field. Add a space in any extra columns. For domestic letters, the postal code always has five characters (in columns 7–11). For foreign letters, the postal code is entered in accordance with the standard applied in the country, without a country code. <u>Note! If the postal code columns are empty or erroneous, the delivery of letters to the recipients may be prevented or significantly delayed.</u>	
15	number of letter copies to be included in the same envelope, maximum quantity	1	= original
		2	= original + 1 copy (*)
		3	= original + 2 copies (*)
		...	
		9	= original + 8 copies (*) <u>NOTE! The copy option always requires its own form.</u>
16–17	reserved	00	= compulsory value
18–40	reserved	empty	
41–45	department code	empty code	= department code is not used = abbreviation of sender department, 1–5 characters (a D must be entered in EPL1 record position 22). The following characters are valid for a department code: <u>ABCDEFGHIJKLMN OPQRSTUVWXYZ0123456789</u> Note! Department-specific itemisation does not produce a separate invoice for each department, the invoice is always per agreement / customer ID.
46–80	reserved	empty	

***) Always agreed upon separately with iPost Design Service.**

3.5 EPLZ record

The EPLZ record has two functions: it is the end of file character and it begins the e-mail address list for confirmation of receipt. The character Z must be entered in EPL1 record position 23.

Only EPLZ on the last line of the file is taken into account, other occurrences are ignored. For example, if Z was selected in the EPL1 record but the line is empty, the file becomes faulty and will not be transferred.

E-mail addresses must follow EPLZ immediately, without empty spaces. Several e-mail addresses are allowed and must be separated with a colon. The maximum number of characters is 250, excluding EPLZ. Punctuation marks or special characters are not allowed. No notification is given of erroneous e-mail addresses. The service is available for the FTP, SFTP and Herald transfer methods.

Sample of data:

```
EPL1custidpassw0 T001S Z0
EPLKFI00100 100
...
...
...
EPLZjohn.doe@company.fi;jane.woe@software.com
```

3.6 Sample of iPost data: (font =0)

```
form EPL89814
EPL1custidpassw0...
EPLKFI12345...
10Sally Sender
EPL89814
0Senderstreet 1
099999 Hometown
20Rick Receiver
0Receiversalley 9
012345 Downtown
50From here begins Rick's
0invoice frame data and info line
0max. 15 lines.
30From here begins Rick's
0invoice specification lines,
0max. 24 lines.
40From here begins Rick's
0invoice phone, bank information etc.
0max. 4 lines.
60Lines for payment slip
0 max. 18 lines.
EPLB128C854.....Barcode data
EPLKFI99900...
10Sally Sender
```


EPL82082
 0Senderstreet 1
 099999 Hometown
 20Ray Receiver
 0Responsestreet 5
 099900 Lapland
 50From here begins Ray's
 0frame data and info line
 0max. 15 lines.
 30From here begins Ray's
 0invoice specification lines,
 0max. 60 lines.
 EPL80068
 10Ray's specification lines
 0continue to another page,
 0max. 80 lines.

3.7 Country codes in iPost service

Domestic		Rest of Europe, VAT 0%:	
Finland, VAT 22%	FI	Albania	AL
Åland, VAT 0%	AX	Andorra	AD
		Bosnia-Herzegovina	BA
EU countries, VAT 22%:		Bulgaria	BG
Netherlands	NL	Gibraltar	GI
Belgium	BE	Greenland	GL
Spain	ES	Iceland	IS
Ireland	IE	Croatia	HR
Great Britain and Northern Ireland	GB	Liechtenstein	LI
Italy	IT	Macedonia	MK
Austria	AT	Montenegro	ME
Greece	GR	Moldova	MD
Cyprus	CY	Monaco	MC
Latvia	LV	Norway	NO
Lithuania	LT	Romania	RO
Luxembourg	LU	San Marino	SM
Malta	MT	Serbia	RS
Portugal	PT	Switzerland	CH
Poland	PL	Turkey	TR
France	FR	Ukraine	UA
Swedish	SE	Belarus	BY
Germany	DE	Vatican	VA
Slovakia	SK	Russia	RU
Slovenia	SI		
Denmark	DK		
Czech Republic	CZ		
Hungary	HU		
Estonia	EE		

		Other countries, VAT 0%:	
		Australia	AU
		U.S.A.	US
		All other countries, VAT 0%:	XX
<p>The country codes are in accordance with the international ISO 3166 standard. They consist of two characters written in capital letters. All ISO 3166 standard country codes are available at http://www.iso.org/iso/en/prods-services/iso3166ma/02iso-3166-code-lists/list-en1.html</p> <p>NOTE: For iPost letters sent abroad, the <u>recipient's address</u> must always display the <u>country's name and postal code</u> in accordance with local standards. The country and postal code data in the letter's address field is compared to the data the customer has specified in the EPLK line (country code + postal code) at positions 5–14. If these data do not match, the delivery of the letter may be delayed.</p> <p>For letters sent to Åland, the address field must also display Åland or Ahvenanmaa. AX must be entered in EPLK record positions 5–6. For iPost letters delivered in Finland, the recipient address field does not need to display "Finland" or "Suomi", but FI must be entered in EPLK positions 5–6. If the country code columns are empty or erroneous, the letters are charged for as international mail.</p>			

3.8 Samples of EPL1 and EPLK records and their relationships

Test run to Finland

- EPL1 record position 16: **T**
- EPL1 record positions 41–80: tester's name and fax number

EPL1	custidpass0	T001S	0	Tim Tester fax. 09-123
EPLK	FI12345	100		

Production run, department-specific itemisation

- EPL1 record position 22: **D**
- EPLK record positions 41–45 display the department abbreviation, here **V400X**

EPL1	custidpass0	T001SD	0	Bill Charger tel. 09-123
EPLK	FI12345	100	V400X	

Production run, Economy (2nd class), envelope contains original letter + **2** copies

- EPL1 record position 20: **2**
- EPLK record contains number of copies at position 15

EPL1	custidpass0	T002S	0	Sally Sender tel. 09-123
EPLK	FI12345	300		

Production run, single-address letter, abroad to USA (foreign mail always Priority i.e. 1st class).

- EPL1 record position 20: **1**
- EPLK record contains the country code **US** at positions 5–6, postal code at positions 7–14

EPL1custidpass0 T00 1 S 0	sally.sender@domain.fi
EPLK US	100

3.9 Adding EPLV Metadata to the EPL file

The metadata is not mandatory, but it is used in the electronic delivery and processing of iPost services. Metadata should be added when, for instance, the addressee's identification needs to be verified during electronic delivery by giving his or her personal ID number. Metadata can also be used to report, letter-specifically, the sender company's name, party identification number (OVT ID) and letter heading in electronic delivery. In electronic media, the letter's heading is typically displayed to the user before he or she opens the actual content of the letter.

The metadata is written in specific sections in XML-format. **The XML schema used, LetterBundle, is the same as that used in iPost PDF.** The version of the LetterBundle schema used is **v0x4**.

EPLV BUNDLE V0x4-BEGIN	Begins file-specific metadata. Location directly after the EPL1 row. Only one per EPL file allowed.
EPLV BUNDLE V0x4-END	Ends file-specific metadata.
EPLV LETTER V0x4-BEGIN	Begins letter-specific metadata. Location directly after the row beginning with "1" following the EPLK row. Only one per letter allowed.
EPLV LETTER V0x4-END	Ends letter-specific metadata.

The characters used in XML are in accordance with ISO8859-1, the fundamental issue being that the characters of the entire file, both for EPL and metadata, are identical.

For further information on the use of each element and attribute, please refer to the LetterBundle document in iPost_SKEEMA_Suunnitteluohje_v8x1.

3.10 iPost fonts

The monospaced fonts used in iPost are appended. Use of proportional fonts is available for iPost PDF. For more information, see the separate iPost PDF Design Instructions.

4 FORM DESIGN

4.1 Overview

Before the design work for customer forms can begin, an iPost Service agreement must be concluded and a customer ID registered. All customer forms and images are saved under the customer ID.

Orders, changes, listings and deletions related to forms and images are delivered in writing using specific forms. These forms are automatically sent to the customer with the Welcome Letter sent to each iPost customer and containing the customer ID and password for the service. The forms can also be downloaded at: www.itella.fi/ipost.

Contact information for form design:

Itella Information Oy
iPost Design Service
Keilaranta 13
02150 Espoo

Tel. +358 (0)20 452 9166, fax +358 (0)20 452 9271

info@itella.com

<http://www.itella.fi/ipost>

When you send form templates or original images to iPost Design Service, ALWAYS accompany them with a completed order form. Send the data to the above address without a named recipient.

The iPost service uses blank, A4 size white paper for printing.

The customer can choose to call either images and forms provided by the service, available to all our customers, or use their own images and forms saved under the customer ID.

Images are of two types: images linked to forms and images specifically called with a control code. An image can be a logo, signature, photograph, standard text etc. A form can include various images. It is recommended that you link standard image (e.g. logos, signatures) and text elements to the form. Images called separately using a control code can be placed on the desired location on the page, even on top of the text (e.g. grey screen), since the images are called according to co-ordinates, regardless of the forms and text boxes.

The use of different forms in a single letter is not restricted. Each letter can include, for example, an invoice, a specification page and a brochure. Forms are saved in iPost Design Service by coding them in a system-readable format. The images are saved using optical scanning. When saved, the forms and images are assigned a four-character code. **For customer forms saved under the customer ID, only the two last characters in the form call are significant** and the first two characters in form call codes will be ignored.

Pages can be printed out in portrait and landscape format and single or double sided.

The number of lines printed on each page is determined by form definitions and the number of characters on each line is determined by font type and size. Texts will be printed on pages at the logical output locations defined on the form.

The physical size of the page **limits the line length**. A line printed on A4 paper used in the iPost service can include up to **145 characters in portrait printing** and **up to 200 characters in landscape printing**, depending on the font (TRC 3, 18 characters per inch).

Depending on form, the maximum number of lines for sender information is 5–6 and 6 for recipient information. The envelope shows up to 35 characters per line (TRC code 0, 10 characters per inch). It is recommended that the street address and postal area are always printed using TRC code 0.

4.2 Customer forms

Customer specific forms are designed together with iPost Design Service's form designer. The customer submits a form template to iPost Design Service as a black-and-white paper copy. A printed copy is also required when the submitted form template is in MS Word, PAGEMAKER, COREL DRAW or Adobe Acrobat format.

The customer must take into account the following:

- For bank barcodes, their data (bank details, reference number, amount in euros, due date) must also be printed on invoices in plain text.
- For double sided printing (duplex), please note that printing is not allowed on the reverse side of a payment slip.
- It is recommended logos be accompanied by the sender's address.
- Address maintenance service markings for Itella Group, e.g. information service code and the corresponding barcode, should be located near the sender data.
- The customer must approve the forms **in writing**, e.g. by e-mail

4.3 Images

The customer submits black-and-white original copies in 1:1 ratio to iPost Design Service e.g. by e-mail in a format supported by Windows (*.TIF, *.JPG or *.BMP).

The maximum **resolution** of images is **300 dpi**. Black-and-white images must be **1 bit** and **grayscale 8 bit**, ensuring optimal output quality. Signatures should be submitted in their original size on the specific form provided by iPost Design Service or in electronic format (*.TIF, *.JPG or *.BMP). Instructions pertaining to iPost Colour are described under section 5.

4.4 Calling forms and images

Customer forms and images can only be called using the customer ID under which they are stored. Shared forms provided by the service are available for all of our customers. Pages not calling a form are printed out on the default form.

Forms are called with the following codes:

EPL8NNNN (service-provided, shared form) where all characters are significant, or **EPL5XXNN** (customer form) where XXNN is a code assigned by iPost Design Service. **The two last characters in the form call are significant** and the first two characters (XX) will be ignored.

A form call is given its own line, beginning at position 1. It is located on each page **immediately after the page break line** (including the PCC code 1).

A bank barcode (128C barcode) can be used on an invoice form. Calling a barcode is described under 4.7.

An image is called with the codes:

EPL7NNNNKKKLLL (provided by service, shared) or

EPL4XXNNKKKLLL (customer image)

NNNN	Code assigned by iPost Design Service
XXNN	Code assigned by iPost Design Service. The two last characters in the form call are significant and the first two characters (XX) will be ignored.
KKK	Distance (mm) between the top of the image and the top of the page. The minimum distance is 021. If KKK is empty (= three space characters), the image will be printed in the image call line space.
LLL	Distance (mm) between the left edge of the image and the left edge of the paper.

Distances (**KKK and LLL**) must always be specified **using three characters**, using leading zeroes, if necessary. **The image call is always given its own row, beginning at position 1.**

NOTE! The image call does not automatically reserve a space for the image on the page, but the space must be reserved using **blank lines in the body text**. The image is printed on top of the text, if no space is reserved for it within the text.

It is recommended that the customer retain a copy of the signature submitted, in order to reserve adequate space for it in letters.

4.5 Line specific control data

All lines printed on the letter must include the following data:

Position	Code
1	PCC code = channel command specifying the line output location on a page (see list below).
2	TRC code = code for the font and pitch used (see iPost fonts).
3	Beginning of body text.

The PCC codes and their order are form specific. The order of the data model must be observed when calling a form in the data. For customer forms, codes are defined when the form is stored at iPost Design Service.

Maximum number of lines for channels are form specific, **and these limits must not be exceeded**. The sender must specify page breaks in his or her application, the system will not automatically generate a page break.

The following PCC codes are used when printing on shared forms supplied by **iPost Design Service**. The PCC codes followed by an asterisk (*) are **only used when printing on invoice forms**.

PCC code	Function
1	Jump to the beginning of the next page, to the first sender field line .
2	Jump to the first recipient line on the first page form.
3	Jump to the first body text line (or first specification line on an invoice form) on the first page form.
4 (*)	On an invoice form, jump to the bottom to the 'Ref no/Total EUR' line.
5 (*)	On an invoice form, jump to the upper right corner. The line above the frame (e.g. INVOICE) is printed in upper case and other lines in normal font. NOTE! The PCC code 5 data are included between PCC codes 2 and 3.
6 (*)	Jump to payment slip section, to 'Payment recipient's account number' field. The PCC code used to print the bank barcode is always agreed upon with the customer. This code is not called in the data but referred to on the EPLB control record (see section 4.7., 'Calling and testing barcodes').

The following PCC codes are always available on all types of forms:

empty	1 line break before printing begins.
0	2 line breaks before printing begins (= 1 blank line).
-	3 line breaks before printing begins (= 2 blank lines).
+	Printing begins on the same line.

4.6 Duplex printing

Duplex printing is available in iPost for customer forms. Service provided forms are always simplex. A single letter can include both simplex and duplex printing (mixplex). Definition of a simplex (one-sided) form or duplex (two-sided) form is made during form design. When continuation pages are used in printing (including duplex), the customer should take into account in form design the position of envelope window to prevent the printing of any data which is defined as confidential in data protection legislation on the position of the window. Additional protection can be obtained e.g. by screening the backside.

The **front side** of a sheet is called using simplex output call **EPL5** that forces printing to start on a new sheet. Front side output uses the front side PCC definitions. The **backside** of a sheet is called using duplex output call **EPL6**. When the backside is called, the **PCC definitions are always retrieved from the front side form**.

4.7 Calling and testing barcodes

A barcode is called by adding the **EPLB** call on the page where the barcode should be printed.

Position	Description	Control data
1 – 4	barcode ID	EPLB

5 – 8	barcode font	IL25	= only numeric characters, max. 40 characters
		CD39	= A-Z, 0-9, \$, - +/% and space character, max. 30 characters
		128C	= bank barcode , only numeric characters, max. 54 characters, standard font size
9	PCC code	Dependent on the form (*)	
10 – 11	length of barcode string		
12 -	barcode string		

*) To be agreed upon with iPost Design Service

4.7.1 Creating a bank barcode

Creation of a bank barcode begins with the following control record:

EPLB128Cx542aaaaaaaaaaaaabbbbbb**cc**ddddddddddddddddddeeeeee0000**f**

x	= channel command (8 on standard invoice forms)
54	= length of the bank barcode string
2	= version number of the bank barcode
a	= machine readable account number of the invoice sender (14 chars)
b	= amount in euros with leading zeros (6 chars)
c	= cents (2 chars)
d	= reference number including check digits (20 chars). Use leading zeroes, if necessary.
e	= due date in format yymmdd (6 chars). If due date is not specified, enter 000000 as value.
0000	= standard value
f	= 7-3-1 modulo compliant check digit for the underlined numeric string

The bank barcode is called, as in the example, from a line that includes the standard character string EPLB128C854 and a 54 character numeric string.

At the output time, **the iPost system will form the start, check2 and end digits** referred to in the specification by Federation of Finnish Financial Services. The use of bank barcode must be agreed with iPost Design Service when ordering the form.

4.8 Dynamic screens

Always agreed upon separately with iPost Design Service

On iPost letters, it is possible to use screens on text (i.e. to highlight text with grey). Screens can be used also on individual characters and the location and size of the screen can be specified in the data as variable (cf. image call).

Text with screen is created as follows:

Below the text on which you want to specify a screen, enter as many backslashes (\) as there are characters in the text. Use a PCC code + (**see page 25**) to print this line on top of the previous line. The font to be used must be separately agreed upon.

Note! On the particular letter, the use of screens prevents the output of backslash in the selected font only.

4.9 Printing the Euro character €

On iPost letters, output of the character € is enabled using the following TRC codes: H 10 chars per inch, I 12 chars per inch and J 15 chars per inch.

4.10 Changes and additions

For all changes in forms, images and service, the customer must inform Itella **in writing**.

The time used for making changes to forms/images already approved will be charged as per the hourly rate for design work stated in the Tariffs and rates.

For any changes, a **schedule** is agreed with the customer.

If an application already in production is changed, it is recommended that you conduct a test run after the changes.

iPost Design Service will always send the changed forms and images to the customer for information. If the customer does not specifically approve or comment on any changes we have made, we will consider the customer as having approved the changed items.

5 IPOST COLOUR

This section presents the special features related to the output of images and forms and colour management in iPost Colour.

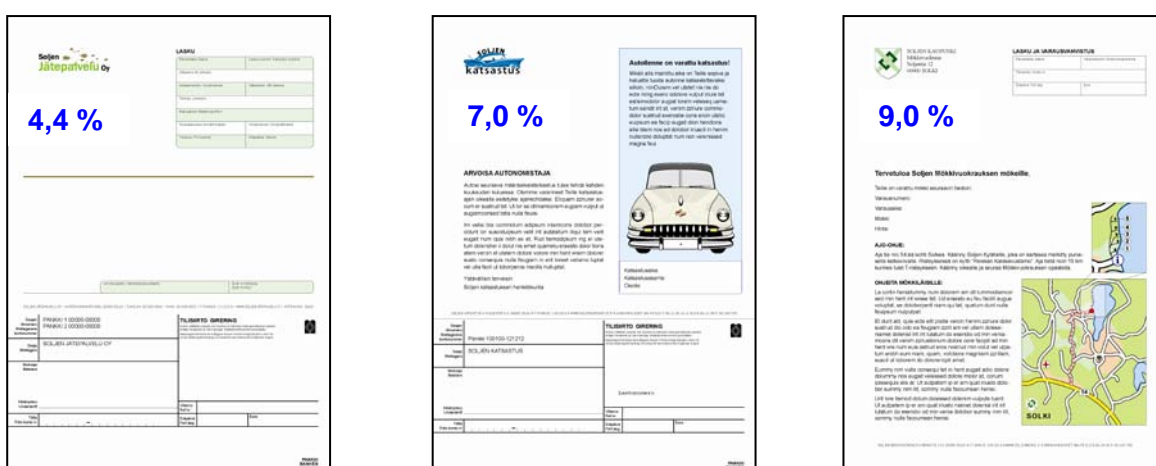
Note! Please read the Guide to Designing Letters Intended for Machine Sorting at <http://www.itella.fi/hinnatjaohjeet/kasittelyvaihtoehtdot/konelajittelu.html>.

5.1 Colours

Documents are printed using four-colour technology (CMYK). A colour image should be submitted to Itella either in RGB or CMYK format. The best result is obtained through the modest and well-considered use of colours in forms and images. Use of colours on a page should be as balanced as possible. Dark horizontal colour surfaces should be avoided, since they may prevent machine enveloping.

A total colour overlay of 20 per cent is available for iPost Colour. Total colour overlay refers to the amount of colour constituents output on the printable surface and expressed as a percentage.

Samples of colour overlay



	Total colour overlay	CMY colour overlay	Black overlay
Sample 1	4,4%	0,9%	3,5%
Sample 2	7,0%	1,0%	6,0%
Sample 3	9,0%	4,1%	4,9%

For screens, a single colour's level must be at least eight per cent.

5.2 Colour management

The purpose of colour management is to reproduce the colours as truly as possible for the equipment and materials used. With colour management, the final results are foreseeable. We at Itella emphasise colour management, as we want to guarantee our customers results of optimal quality.

RGB and CMYK colours are equipment dependent, which means that their reproduction will vary depending on the hardware and software used. The paper used will also influence output quality. In order for the hardware and software to adjust the colours so that they will be reproduced as similarly as possible in different environments, profiles can be used.

ICC profiles are used to store data, for example on the colour rendering capabilities of the device used and the translation of colours to comply with the device's native colour space. Itella has created an ICC profile for the paper used in the output of iPost Colour.

- An ICC profile, device profile, includes the measured colour rendering capacity of the device used in image production. All devices used in image production have a unique device profile. Each device renders the colours in its own way. When an ICC profile is used, colours will be rendered using the maximum colour rendering capacity of each device, as similarly as possible in each device in the production chain. A device profile allows a fairly reliable visualisation of the final output of the image during image processing, thus facilitating colour management.

Note that when converting documents from a larger colour space into a smaller colour space, some of the document's colours will be lost, and in any subsequent conversion from smaller colour space to a larger profile, the original colours cannot be retrieved. We therefore recommend the use of a sRGB profile when submitting data including colours to Itella.

5.3 Images

File format:

We recommend the use of TIF or PDF format for image files. You can also use JPG format, but in such cases please use the highest available save quality.

JPG compression of images causes data loss. For logos and vector graphics, we recommend using the EPS format and CMYK as colour space.

Resolution:

An optimal resolution for continuous tone images is 250–300 ppi, if the size of the image corresponds to the physical size used in the document. Note that enlargement of an image's scale with desktop publishing software will reduce the image's resolution and, vice versa, reducing the image will increase its resolution.

Colours:

Images can be submitted for form design in RGB or CMYK format. When submitting an image, please state which ICC profile has been used for the image.

The recommended ICC profile for RGB images is sRGB and for CMYK images, Euroscale Coated or paper specific CMYK profile.

Signatures should be submitted in original size using iPost Design Service form designed for this purpose or in electronic format (*.TIF, *.JPG or *.BMP).

5.3.1 Creating PDF files

PDF (portable document format) is a method, developed by Adobe, of representing a piece of work in a file including all data pertaining to the work. Both fonts and images as well as colour separation data is included in a PDF file in one package, which is completely independent of hardware, software and operating systems. In addition, this package is very small in size, its contents can be reviewed on the computer's display and it can even be modified. A PDF file includes authentic PostScript, which means that its authenticity can be easily verified by simply printing it out from the Acrobat Reader software to any PostScript printer. If the output is correct, the file is authentic.

Creating PDF files requires the acquisition of Adobe Acrobat software. The creation of a PDF file involves two phases: the work is printed from the software to a file, after which it is transformed into PDF format using Distiller software.

- A PDF file should not be created using the export function.

5.4 Forms

Prior to their use, forms and images are stored by Itella on the service provider's server. Colour forms saved within the iPost standard service cannot be used in black-and-white printing. If both black-and-white and colour printing is used, the forms and images must be saved both in black-and-white and in colour.

5.5 Graphic elements in forms

The recommended minimum line thickness for compact colours is 0.25 pt. For screen or multicolour lines thin lines should be avoided (the minimum being 0.5 pt, depending on the colours).

6 SENDING FILES

The customer is responsible for file transfer and its costs. Files can be sent to Itella by line transmission (24 hours a day).

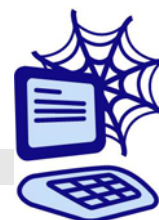
6.1 Line transmission methods

6.1.1 Network

Transfer protocol:

FTP / TCP-IP

IP address:	82.199.225.10
Character set:	ISO 8859-1, DOS 850
Other:	Connection is always established through a separate communications agreement. The customer will receive a designated FTP user ID.



Socket / TCP-IP

Software:	Herald, Windows 32-bit
IP address:	Open IP address 82.199.225.50, communications agreement is not required. Free download of software available at www.itella.fi/ipost
Character set:	ISO 8859-1, DOS 850

6.1.2 Network, encrypted connections

Transfer protocol:

SFTP (SSH2)

IP address:	82.199.225.43
Character set:	ISO 8859-1, DOS 850
Other:	Connection is always established through a separate communications agreement.



VPN (FTP protocol)

IP address:	82.199.225.10
Character set:	ISO 8859–1, DOS 850
Other:	Connection is always established through a separate communications agreement.

For iPost data supplied on a CD or DVD, we will charge 1 hour of work per disc. We will not process diskettes or other media. CDs and DVDs will not be returned.

7 DATA SECURITY

Itella guarantees that all work ordered by customers will be processed respecting secrecy of insurance, telecommunications, post, correspondence and banking and in accordance with the interpretations of the Data Protection Ombudsman and the data security policy of Itella Group. Itella Group's data security policy observed at Itella applies to Itella's subsidiaries. Data security is developed according to ISO/BS 17799 and SoGP (Standard of Good Practice/Information Security Forum).

All working premises are electronically monitored and staff has passes enabling physical access to different areas. All employees have signed non-disclosure agreements.

Data transfer uses standardised data transmission methods, fully secured transmission where necessary.

Access to information systems is limited by a firewall and the use of user IDs. Rights (maintenance, operating etc.) granted for different user groups are restricted and monitored.

Software used is updated and correctly configured and hardware is physically protected.

Risk identifications and analyses are conducted at a minimum interval of two years. If necessary, the customer can perform inspections in a separately agreed manner to verify data security, privacy protection or any other factor affecting service quality. Itella must provide and submit an account of any shortcomings and errors to the customer without delay. The customer's staff can also participate in inspections having provided Itella with a confidentiality agreement.

7.1 Processing and printing iPost

The service assembles iPost files sent by customers into large output batches, based on which letters are sorted for output by order of the recipients' postal codes. Our offices in Helsinki, Turku, Tampere and Oulu print out and envelope the letters of their postal code areas. Data communications between offices use our own closed connections. Routing iPost for output abroad is also conducted using our own closed connections.

7.2 iPost customer IDs and passwords

The customer will be provided with an user ID and password used to establish a FTP/SFTP connection and to transfer files from the customer's hardware to Itella's server. A FTP user ID consists of 8–12 alphanumeric characters. A password consists of 12 alphanumeric, case-sensitive characters generated by the system. The customer may conduct the data transfer either manually or by using a data transfer application. The customer is responsible for the transfer of data onto Itella's server.

The customer of the iPost Service receives a six-character iPost customer ID and its alphanumeric, case-sensitive password. This customer ID and password are always included in the iPost file's identification record, i.e. on the EPL1 line.

Password is changed on the customer's request. Requests for changing the password is sent to info@itella.com. The new password will be sent to the contact person specified in the iPost customer register as an iPost Priority letter.

8 ADDITIONAL SERVICES



8.1 eArchive

NOTE! ALWAYS REQUIRES A SEPARATE AGREEMENT AND TESTING BEFORE PRODUCTION CAN BEGIN!

Data submitted as an iPost can be archived using the electronic archiving service. This enables e.g. printing the iPost data with the customer's own peripheral printer, in identical form to the original data.

The following services are available for customers:

- Delivery of archived data as PDF files to the customer (unindexed)
- Indexing of archived data and browsing from a distance using an Internet browser
- Saving of archived data to CD-ROMs or DVDs (indexed or unindexed)
- Browsing archived data from the customer's system (eArchive Link)

8.1.1 PDF files

A PDF file is created of the pages (images, information to be modified and form included on the page) and which the customer may download onto its own system e.g. by FTP. Archived data transferred using FTP is always unindexed, but it can be browsed and enables searches of data (strings) with e.g. Adobe's Reader software. The archived data can also be printed out with a peripheral printer. If necessary, the customer can also index the PDF files in order to facilitate searching.

8.1.2 Browsing eArchive from a distance

If necessary, an indexed archive file is created from the PDF file. The data is indexed according to the search criteria selected by the customer.

Indexing facilitates retrieving data from files and enables searches from multiple files. In addition, multiple document types can be created (invoices, payslips etc.) Using multiple search criteria is allowed, e.g. customer ID, invoice number, name, invoice date and due date.

An indexed archive file is saved to Itella's server for browsing from a distance. Data is stored on the server during the period specified on the agreement, e.g. 6 months, and a separate communications agreement must be concluded to enable browsing data.

The agreement specifies the number of simultaneous users and personal user IDs and passwords. Documents are available for browsing on the day after the arrival of the file, provided that the file arrived **before 4 p.m.** and that the data does not exceed

30,000 pages/sending. The archiving schedule for larger letter batches is separately agreed upon.

Browsing requires two applications **)

1. Java enabled browser, e.g. MS Internet Explorer v. 4.01 (or later)
2. Viewer, e.g. Adobe Acrobat Reader, version 6.00 recommended (or later)

****)** Support for installation and use from the software supplier.

8.1.3 Data stored on CD-ROM or DVD

For long-term archiving, data can be stored on CD-ROMs or DVDs (ISO 9660). Approximately 320.000 pages (without indexing) can be stored on one disc. For every save, 2 identical discs including a browser will be created.

After the customer has received the discs and confirmed the readability of discs in writing, the corresponding files on the server will be destroyed.

8.1.4 Link from eArchive to customer's system

An eArchive can be joined to the customer's own system, e.g. extranet or payroll computing system, using eArchive Link.

For end users, eArchiving will be displayed as part of the customer's own application. Searches from the system are made as HTTPS calls, and the end user only needs a browser and Adobe Acrobat Reader application.

The connection from the customer's system is protected with 128 bit SSL encryption. A HTTPS call is created using the MD5 encryption algorithm, which makes each call unique and includes the authentication of the sender's right to make the call. The management of user rights within the customer's own system is the responsibility of the customer.

In order to enable the customer's system to send the required HTTPS call, the customer must create the required link. Help in link creation can be requested from Itella Finland at earkisto@itella.com.

8.1.5 Changes in the eArchiving service for conversion into an iPost file

NOTE! ALWAYS REQUIRES A SEPARATE AGREEMENT AND TESTING BEFORE PRODUCTION CAN BEGIN!

On EPL1 record, position 17:

B = printing and archiving of letters
C = archiving only, not printing

On EPL1 record, positions 27–28:

- Application ID, alphanumeric characters
- Used for identification of letter batches to be saved in different archives (e.g. invoices, salaries, data specific to departments or subsidiaries)
- Use required in every letter batch, if multiple archives are used
- ID always agreed upon with iPost Design Service

9 SERVICE PROVIDED FORMS

Service provided forms are shared and available for all customers free of charge. If the customer wishes to change the form provided by the service, the time used to implement the changes will be charged as design work as per the Tariffs and rates. The changed form will be saved under the customer ID as a customer form.

For forms followed by an asterisk (*), a copy form template is available and is called for output in position **15** of the **EPLK** line. **A copy form template is not called using a code.**
The forms followed by (S) are SEPA (Single Euro Payment Area) forms for invoices.

Form call	Form model, data form model and data model are shown in the appended <i>lomakemallit.pdf</i>
EPL800PK	Payslip
EPL82082	Bulletin
EPL82002	First page of a multiple page invoice, 60 lines. Form includes a box in the top right corner, preceded by a line whose text will be printed using upper case font. *)
EPL80068	Blank continuation page for specifications, 80 specification lines, no payment slip section. *)
EPL8DEFF	Blank first page of letter form. Sender's and recipient's address data and 45 specification lines. Can also be used as a continuation page, max. 60 lines.
EPL809TL	Invoice
EPL809PK	Payslip
EPL809AC	invoice
EPL809AB	Payslip

You can print these form models from the file, lomakemallit.pdf.

The specification section of service provided invoice forms can contain 77 characters per line, at a pitch of 10 characters per inch (e.g. TRC= 0).
 92 chars/line, at 12 cpi (e.g. TRC= 1),
 115 chars/line, at 15 cpi (e.g. TRC= 2).

The above-mentioned forms are only a sample of the form models provided by the service. You can order original model prints from iPost Design Service.

Remember to include your full mail address in the order!

10 IPOST MATERIALS

10.1 Paper used in iPost Service

- 80 g / m², blank A4 (210 x 297mm); use of lighter paper is possible
- Paper shift during output, max. +-2mm.
- ISO 9001, 9706, 14001, Nordic Environmental label
- Low emission during production, chlorine free bleached, 100% recyclable

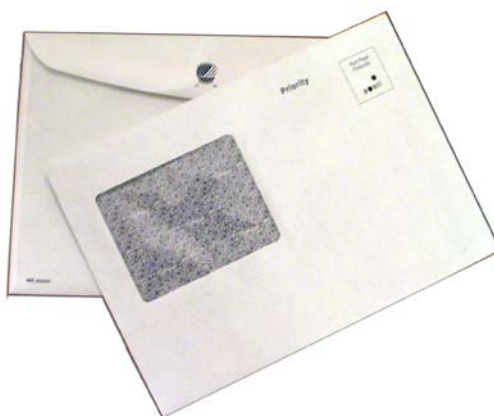
10.2 Envelopes used in iPost Service

- Rounded flap style, with window, size either C4 or C5
- The envelopes have an inside tint to prevent reading through the envelope

The size of the envelope is automatically selected according to the number of sheets in the letter.

A maximum of 9 sheets will be enveloped inside a C5 envelope and 10–40 inside a C4 envelope.

Letters including over 40 sheets are manually enveloped in a bag envelope or packaged in a box. In such cases, the delivery time is one day longer than for the Standard iPost service.



11 SUMMARY

Design instructions in a nutshell

- An iPost Service agreement is concluded with Itella Group or Itella Information
- Letters in different classes are always sent in a batch including one letter class only (Priority, Economy)
- iPost transmitted abroad for output are always sent in their own batch
- Testing
- File format: ASCII line format + EPL records + output control codes, PCC and TRC
- Several software vendors provide iPost applications ready for use

- Data transfer: FTP (SFTP) or free Herald data transfer software
- Reception 24/7/365, Helsinki
- Output: black-and-white or colour, images and barcodes
- Standard materials: blank A4 paper, C4 and C5 envelopes
- Additional service include eArchiving

12 FURTHER INFORMATION ON IPOST SERVICE

www.itella.fi/ipost	Website of the service provider, Itella
www.ssh2.com	Secured data transfer methods VPN, SSH2
www.fkl.fi	Invoices; payment slip and bank barcode

APPENDICES

Order forms → www.itella.fi/ipost

- Form order and change form
- iPost Colour form order and change form
- Saving of signature
- Model prints
- Approval of test results
- Deletion of form or image

Lomakemallit.pdf

Fontit.pdf

- iPost fonts

PALKKALASKELMA / PALKKATODISTUS
LÖNESPECIFIKATION / LÖNEBEVIS

Palkkakausi Lönep.		Ajalta För tiden			Maksupvm Bet.datum	
Henkilönro Personnr		Henkilötunnus Personbeteckning			Ammattil./-osasto Fackf./-avd.	
Kl Dk	Pl/Pr Lk/Lg	Il/Pvl Aä/Ät	Ult% Ulf%	Sp Fj	Pankkiyht. Bankförbind.	
Kkp/Otp MI/Ntl			Tuntip. Timl.	Virka/Toimi Tjänst/Befattning		MI Bd
Verotustiedot Skatteuppgifter						

Lomakekutsu: EPL800PK

Palkkalajin numero ja nimi Löneslag, nummer och namn				Yks./Määrä Enh./Stycke	a -hintaa -pris	Yhteensä Sammanlagt
PALKKA- KAU- DELTA FÖR LÖNE- PERIOD	Enn.al.ans. Skattepl.ink.(1)	Luont.edut Naturförmän	Veroton Skattefri	Matkakust. Resekost.		Kokonaisansio Summa inkomst
	Enn.pid Försk.inneh.	Ay-jsm Ff-avg.	Muut väh. Övr. inneh.	Matkaenn. Reseförs.	Työeläkem. Arb.pens.avg.	Maksetaan Utbetalas
	Lomaraha Sem.penning	Lomakorvaus Sem.ers.(2)	Lisät Tillägg3)	Tyött. vak. maks. osuus	Arb. lösh. säkr. avg.	
VUODEN ALUSTA FRÅN ÅRETS BÖRJAN	Enn.al.ans. Skattepl.ink.(1)	Veroton Skattefri	Oma auto,km Egen bil,km	Oma auto Egen bil	Vrk ylit. Dygn övert.	Vrk hätät. Dygn nödarb.
	Enn.pid Försk.inneh.	Ay-jsm Ff-avg.	Muut väh. Övr. inneh.	Työeläkem. Arb.pens.avg.	Vk ylit. V. övert.	Vk hätät. V. nödarb.
	Lomaraha Sem.penning	Lomakorvaus Sem.ers.(2)	Lom.mva Sem.kval.ink.	Tyött.vak.maksu Arb.f.säkr.	Jks ylit. P.övert.	Jks hätät. P. nödarb.
EDEL. VUODELTA FRÅN FÖREG. ÅR	Enn.al.ans. Skattepl.ink.(1)		Palv.alk.pvm Anst.beg.dag			
	Lomaraha Sem.penning	Lomakorvaus Sem.ers.(2)	Palv.p.pvm Anst.slutdag			

Palkkatodistustietoja

Uppgifter över lönebevis

1) Sisältää luontaisetujen verotusarvot

1) Inklusive skattepliktiga naturförmåner

2) Lomakorvaus palvelusuhteen päättyessä

2) Semesterersättning efter avslutat arbetsförhållande

3) Vuoro- ja kausilisät

3) Tur- och periodtillägg

PALKKALASKELMA / PALKKATODISTUS
LÖNESPECIFIKATION / LÖNEBEVIS

Oy Yritys Ab
PL 99
00000 KAUPUNKI

VILLE VASTAANOTTAJA
KOTIKATU

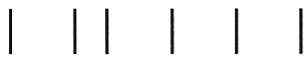
00000 KAUPUNKI

lomakekutsu EPL800PK

Palkkakausi Lönep.+.....+.....		Ajalta För tiden+.....+.....+.....+.....+.....			Maksupvm Bet.datum+.....+.....
Henkilönrö Personnr XXXXXX		Henkilötunnus Personbeteckning XXXXXX			Ammattil./-osasto Fackf./-avd. XXXXXXXXXXXXXXXXXX
Kl Dk	Pl/Pr Lk/Lg	Il/Pvi Aä/Ät	Itt% UIF%	Sp Fj	Pankkiyht. Bankförbind. XXXXXX-XXXXXXXXXX
Kkp/Otp MI/Ntl XXXXXXXXXX			Tuntip. Tíml. XX,XX	Virka/Toimi Tjänst/Befattning XXXXXXXXXXXXXXXXXX	MI Bd
Verotustiedot Skatteuppgifter PERUS% = XX,X LISÄ% = XX,X 19 21 23 25 26 27 28 29 maks 30 riviä kanavalle 5.....+.....+.....+.....+.....+.....					

Palkkalajin numero ja nimi Löneslag, nummer och namn		Yks./Määrä Enh./Stycke	a -hinta a -pris	Yhteensä Sammanlagt	
1+.....+.....+.....+.....+.....+.....+.....+.....+.....+.....+.....+.....+.....+.....+.....+.....+.....+.....+.....+.....+.....+.....+.....+.....+.....+.....+.....+.....+.....+.....+.....+.....+.....+.....+.....
2	XXXXXXXXXXXXXXXXXXXX	XX,XX		XXXX,XX	
3	XXXXXXXXXXXXXXXXXXXX	XX,XX		XXXX,XX	
4	XXXXXXXXXXXXXXXXXXXX	XX,XX		XXXX,XX	
5	XXXXXXXXXXXXXXXXXXXX	XX,XX		XXXX,XX	
6	XXXXXXXXXXXXXXXXXXXX	XX,XX		XXXX,XX	
7	XXXXXXXXXXXXXXXXXXXX	XX,XX		XXXX,XX	
8	XXXXXXXXXXXXXXXXXXXX	XX,XX		XXXX,XX	
9	XXXXXXXXXXXXXXXXXXXX	XX,XX		XXXX,XX	
0	XXXXXXXXXXXXXXXXXXXX	XX,XX		XXXX,XX	
1	XXXXXXXXXXXXXXXXXXXX	XX,XX		XXXX,XX	
2	XXXXXXXXXXXXXXXXXXXX	XX,XX		XXXX,XX	
3	XXXXXXXXXXXXXXXXXXXX	XX,XX		XXXX,XX	
4	XXXXXXXXXXXXXXXXXXXX	XX,XX		XXXX,XX	
5	XXXXXXXXXXXXXXXXXXXX	XX,XX		XXXX,XX	
6	XXXXXXXXXXXXXXXXXXXX	XX,XX		XXXX,XX	
7	XXXXXXXXXXXXXXXXXXXX	XX,XX		XXXX,XX	
8	XXXXXXXXXXXXXXXXXXXX	XX,XX		XXXX,XX	
9	XXXXXXXXXXXXXXXXXXXX	XX,XX		XXXX,XX	
0	XXXXXXXXXXXXXXXXXXXX	XX,XX		XXXX,XX	
1	XXXXXXXXXXXXXXXXXXXX	XX,XX		XXXX,XX	
2	XXXXXXXXXXXXXXXXXXXX	XX,XX		XXXX,XX	
3	XXXXXXXXXXXXXXXXXXXX	XX,XX		XXXX,XX	
4	XXXXXXXXXXXXXXXXXXXX	XX,XX		XXXX,XX	
5	XXXXXXXXXXXXXXXXXXXX	XX,XX		XXXX,XX	
6	XXXXXXXXXXXXXXXXXXXX	XX,XX		XXXX,XX	
7	XXXXXXXXXXXXXXXXXXXX	XX,XX		XXXX,XX	
8	XXXXXXXXXXXXXXXXXXXX	XX,XX		XXXX,XX	
9	XXXXXXXXXXXXXXXXXXXX	XX,XX		XXXX,XX	
0	XXXXXXXXXXXXXXXXXXXX	XX,XX		XXXX,XX	
1	XXXXXXXXXXXXXXXXXXXX	XX,XX		XXXX,XX	
Max. 32 riviä kanavalle 4		XX,XX		XXXX,XX	
PALKKA- KAU- DELTA FÖR LÖNE- PERIOD	Enn.al.ans. Skattepl.inh.(1)+.....+.....	Luont.edut Naturförmän	Veroton Skattefri	Matkakust. Resekost.+.....+.....	Kokonaisansio Summa inkomst+.....+.....
	Enn.pid Försk.inneh. XXXXXXXXXX	Ay-jsm Ff-avg.	Muut väh. Övr. inneh.	Matkaenn. Reseförs.	Työeläkem. Arb.pens.avg.
	Lomaraha Sem.penning	Lomakorvaus Sem.ers.(2)	Lisät Tillägg3)	Tyött. vak. maks. osuus XXXXXX	Arb. lösh. säkr. avg.
VUODEN ALUSTA FRÅN ÅRETS BÖRJAN	Enn.al.ans. Skattepl.inh.(1) XXXXXXXXXX	Veroton Skattefri	Oma auto,km Egen bil,km	Oma auto Egen bil XXXXXX	Vrk ylit. Dygn övert.
	Enn.pid Försk.inneh. XXXXXXXXXX	Ay-jsm Ff-avg.	Muut väh. Övr. inneh.	Työeläkem. Arb.pens.avg. XXXXXX	Vk ylit. V. övert.
	Lomaraha Sem.penning XXXXXXXXXX	Lomakorvaus Sem.ers.(2)	Lom.mva Sem.kval.inh.	Tyött.vak.maksu Arb.f.säkr. XXXXXX	Jks ylit. P.övert.
EDELL. VUODELTA FRÅN FÖREG. ÅR	Enn.al.ans. Skattepl.inh.(1) XXXXXXXXXX		Palv.alk.pvm Anst.beg.dag XXXXXXXXXX		
	Lomaraha Sem.penning XXXXXXXXXX	Lomakorvaus Sem.ers.(2)	Palv.p.pvm Anst.slutdag		

EPLlasnrotsala0 T001S 0
EPLKFI00000 100
100y Yrityys Ab
EPL800PK
0PL 99
000000 KAUPUNKI
20VILLE VASTAANOTTAJA
OKOTIKATU
0
000000 KAUPUNKI
-0lomakekutsu EPL800PK
32.....+.....+.....+.....+.....+.....+.....+.....+.....+.
02
02 XXXXXX XXXXXX XXXXXXXXXXXXXXXXXXXX
02
02 XXXXXX-XXXXXXXXXX
02
02 XXXXXXXX XX,XX XXXXXXXXXXXXXXXXXXXX
02
02 PERUS% = XX,X LISÄ% = XX,X
02 19
02 21
02 23
03 25
02 26
02 27
02 28
02 29
02 maks 30 riviä kanavalle 5...+.....+.....+.....+.....+.....+.
401...+.....+.....+.....+.....+.....+.....+.....+.....+.....+.....+.....+..
02 XXXXXXXXXXXXXXXXXXXX XX,XX XXXX,XX
03 XXXXXXXXXXXXXXXXXXXX XX,XX XXXX,XX
04 XXXXXXXXXXXXXXXXXXXX XX,XX XXXX,XX
05 XXXXXXXXXXXXXXXXXXXX XX,XX XXXX,XX
06 XXXXXXXXXXXXXXXXXXXX XX,XX XXXX,XX
07 XXXXXXXXXXXXXXXXXXXX XX,XX XXXX,XX
08 XXXXXXXXXXXXXXXXXXXX XX,XX XXXX,XX
09 XXXXXXXXXXXXXXXXXXXX XX,XX XXXX,XX
00 XXXXXXXXXXXXXXXXXXXX XX,XX XXXX,XX
01 XXXXXXXXXXXXXXXXXXXX XX,XX XXXX,XX
02 XXXXXXXXXXXXXXXXXXXX XX,XX XXXX,XX
03 XXXXXXXXXXXXXXXXXXXX XX,XX XXXX,XX
04 XXXXXXXXXXXXXXXXXXXX XX,XX XXXX,XX
05 XXXXXXXXXXXXXXXXXXXX XX,XX XXXX,XX
06 XXXXXXXXXXXXXXXXXXXX XX,XX XXXX,XX
07 XXXXXXXXXXXXXXXXXXXX XX,XX XXXX,XX
08 XXXXXXXXXXXXXXXXXXXX XX,XX XXXX,XX
09 XXXXXXXXXXXXXXXXXXXX XX,XX XXXX,XX
00 XXXXXXXXXXXXXXXXXXXX XX,XX XXXX,XX
01 XXXXXXXXXXXXXXXXXXXX XX,XX XXXX,XX
02 XXXXXXXXXXXXXXXXXXXX XX,XX XXXX,XX
03 XXXXXXXXXXXXXXXXXXXX XX,XX XXXX,XX
04 XXXXXXXXXXXXXXXXXXXX XX,XX XXXX,XX
05 XXXXXXXXXXXXXXXXXXXX XX,XX XXXX,XX
06 XXXXXXXXXXXXXXXXXXXX XX,XX XXXX,XX
07 XXXXXXXXXXXXXXXXXXXX XX,XX XXXX,XX
08 XXXXXXXXXXXXXXXXXXXX XX,XX XXXX,XX
09 XXXXXXXXXXXXXXXXXXXX XX,XX XXXX,XX
00 XXXXXXXXXXXXXXXXXXXX XX,XX XXXX,XX
01 XXXXXXXXXXXXXXXXXXXX XX,XX XXXX,XX
0Max. 32 riviä kanavalle 4 XX,XX XXXX,XX
50.....+.....+.....+.....+.....+.....+.....+.....+.....+.....+.....+.....+..
00 XXXXXXXX XXXXXXXX XXXXXXXX XXXXXXXX
00
00 XXXXXXXX XXXXXXXX
00 XXXXXXXX XXXXXXXX
00 XXXXXXXX XXXXXXXX
00 XXXXXXXX XXXXXXXX
00 XXXXXXXX
□



Lomakekutsu: EPL82082

```
Vastaanottajan tiedot....Kanava 2
.....
---+---1---+---2---+---3---
.....
.....
max. 6 riviä.....
```

```

-----+----1-----+--- -2-----+ Kanava 5
. . . . .
. . . . .
. . . . .
. . . . .
. . . . .
-----+----1-----+--- -2-----+----3-----
max. 17 riviä . . . . .
```

Lomakekutsu: EPL82082										kanava 3																				
	+	-	1	-	+	-	2	-	+	-	3	-	+	-	4	-	+	-	5	-	+	-	6	-	+	-	7	-	+	-
rivi	3
rivi	4
rivi	5
rivi	6
rivi	7
rivi	8
rivi	9
rivi	10
rivi	11
rivi	12
rivi	13
rivi	14
rivi	15
rivi	16
rivi	17
rivi	18
rivi	19
rivi	20
rivi	21
rivi	22
rivi	23
rivi	24
rivi	25
rivi	26
rivi	27
rivi	28
rivi	29
rivi	30
rivi	31
rivi	32	.		.		.																								

EPLlasnortsala0TT001SD 0
EPLKFI06100 100
10Lähetäjän tiedot.....Kanava 1
EPL82082

lassi.lähetäjä@atkos.com p.0205 388 320
MALL9

0.....
0----+----1----+----2----+----3---
0.....
20Vastaanottajan tiedot....Kanava 2
0.....
0----+----1----+----2----+----3---
0.....
0.....
0max. 6 riviä.....

50TIEDOTE
00----+----1----+-- -2----+ Kanava 5
00.....
00.....
00.....
00.....
00.....
00----+----1----+----2----+----3---
08max. 17 riviä

30Lomakekutsu: EPL82082kanava 3

0	1	2	3	4	5	6	7
Orivi 3
Orivi 4
Orivi 5
Orivi 6
Orivi 7
Orivi 8
Orivi 9
Orivi 10
Orivi 11
Orivi 12
Orivi 13
Orivi 14
Orivi 15
Orivi 16
Orivi 17
Orivi 18
Orivi 19
Orivi 20
Orivi 21
Orivi 22
Orivi 23
Orivi 24
Orivi 25
Orivi 26
Orivi 27
Orivi 28
Orivi 29
Orivi 30
Orivi 31
Orivi 32
Orivi 33
Orivi 34
Orivi 35
Orivi 36
Orivi 37
Orivi 38
Orivi 39
Orivi 40
Orivi 41
Orivi 42
Orivi 43
Orivi 44
Orivi 45
Orivi 46
Orivi 47
Orivi 48
Orivi 49
Orivi 50
Orivi 51
Orivi 52
Orivi 53
Orivi 54
Orivi 55
Orivi 56
Orivi 57
Orivi 58
Orivi 59
0max. 60 riviä

Lomakekutsu: EPL82002

Päivämäärä Datum	Laskun numero Fakturans nummer
Viitteenne Er referens	
Asiakasnumero Kundnummer	Viitteemme Vår referens
Toimitus Leverans	
Maksuehdot Betalningsvillkor	
Huomautusaika Anmärkningstid	Viivästyskorko Dröjsmålsränta
Y-tunnus FO-nummer Kotipaikka / Hemort	

.....
 ---+---1---+---2---+---3---

.....
 ---+---1---+---2---+---3---

max. 6 riviä.....

LASKU FAKTURA

Päivämäärä Datum ----+----1----+--		Laskun numero Fakturas nummer -2----+ Kanava 5	
Viitteenne Er referens			
Asiakasnumero Kundnummer		Viiteemme Vår referens	
Toimitus Leverans			
Maksuehdot Betalningsvillkor			
Huomautusaika Anmärkningstid		Viivästyskorko Dröjsmålsränta	
Y-tunnus FO-nummer Kotipaikka / Hemort ----+----1----+----2----+----3----			

max. 17 riviä

Lomakekutsu: EPL82002kanava 3

	1	2	3	4	5	6	7
rivi 3
rivi 4
rivi 5
rivi 6
rivi 7
rivi 8
rivi 9
rivi 10
rivi 11
rivi 12
rivi 13
rivi 14
rivi 15
rivi 16
rivi 17
rivi 18
rivi 19
rivi 20
rivi 21
rivi 22
rivi 23
rivi 24
rivi 25
rivi 26
rivi 27
rivi 28
rivi 29
rivi 30
rivi 31
rivi 32
rivi 33
rivi 34
rivi 35
rivi 36
rivi 37
rivi 38
rivi 39
rivi 40
rivi 41
rivi 42
rivi 43
rivi 44
rivi 45
rivi 46
rivi 47
rivi 48
rivi 49
rivi 50
rivi 51
rivi 52
rivi 53
rivi 54
rivi 55
rivi 56
rivi 57
rivi 58
rivi 59
max. 60 riviä

EPLlasnrotsala0TT001SD 0
EPLKFI06100 100
10Lähetäjän tiedot.....Kanava 1
EPL82002

lassi.lähetäjä@atkos.com p.0205 388 320
MALL9

0.....
0----+----1----+----2----+----3---
0.....
20Vastaanottajan tiedot....Kanava 2
0.....
0----+----1----+----2----+----3---
0.....
0.....
0max. 6 riviä.....

50LASKU FAKTURA
00----+----1----+-- -2----+ Kanava 5
00.....
00.....
00.....
00.....
00.....
00----+----1----+----2----+----3---
08max. 17 riviä

30Lomakekutsu: EPL82002kanava 3
0----+----1----+----2----+----3----+----4----+----5----+----6----+----7----+---

0rivi 3
0rivi 4
0rivi 5
0rivi 6
0rivi 7
0rivi 8
0rivi 9
0rivi 10
0rivi 11
0rivi 12
0rivi 13
0rivi 14
0rivi 15
0rivi 16
0rivi 17
0rivi 18
0rivi 19
0rivi 20
0rivi 21
0rivi 22
0rivi 23
0rivi 24
0rivi 25
0rivi 26
0rivi 27
0rivi 28
0rivi 29
0rivi 30
0rivi 31
0rivi 32
0rivi 33
0rivi 34
0rivi 35
0rivi 36
0rivi 37
0rivi 38
0rivi 39
0rivi 40
0rivi 41
0rivi 42
0rivi 43
0rivi 44
0rivi 45
0rivi 46
0rivi 47
0rivi 48
0rivi 49
0rivi 50
0rivi 51
0rivi 52
0rivi 53
0rivi 54
0rivi 55
0rivi 56
0rivi 57
0rivi 58
0rivi 59
0max. 60 riviä

Lomakekutsu: EPL80068



Lomakekutsu: EPL80068kanava 1

	1	2	3	4	5	6	7
rivi 3
rivi 4
rivi 5
rivi 6
rivi 7
rivi 8
rivi 9
rivi 10
rivi 11
rivi 12
rivi 13
rivi 14
rivi 15
rivi 16
rivi 17
rivi 18
rivi 19
rivi 20
rivi 21
rivi 22
rivi 23
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rivi 56
rivi 57
rivi 58
rivi 59
rivi 60
rivi 61
rivi 62
rivi 63
rivi 64
rivi 65
rivi 66
rivi 67
rivi 68
rivi 69
rivi 70
rivi 71
rivi 72
rivi 73
rivi 74
rivi 75
rivi 76
rivi 77
rivi 78
rivi 79
max. 80 riviä

0	1	2	3	4	5	6	7
Orivi 3
Orivi 4
Orivi 5
Orivi 6
Orivi 7
Orivi 8
Orivi 9
Orivi 10
Orivi 11
Orivi 12
Orivi 13
Orivi 14
Orivi 15
Orivi 16
Orivi 17
Orivi 18
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Orivi 62
Orivi 63
Orivi 64
Orivi 65
Orivi 66
Orivi 67
Orivi 68
Orivi 69
Orivi 70
Orivi 71
Orivi 72
Orivi 73
Orivi 74
Orivi 75
Orivi 76
Orivi 77
Orivi 78
Orivi 79
Omax. 80 riviä



Lomakekutsu: EPL8DEFF

-----+-----1-----+-----2-----+-----3-----

```

.....
---+---1---+---2---+---3---
.....
max. 6 rivià.....

```

TIEDOTE

[illegible]

max. 17 riviä

Lomakekutsu: EPL8DEFFkanava 3

		1	2	3	4	5	6	7
rivi 3
rivi 4
rivi 5
rivi 6
rivi 7
rivi 8
rivi 9
rivi 10
rivi 11
rivi 12
rivi 13
rivi 14
rivi 15
rivi 16
rivi 17
rivi 18
rivi 19
rivi 20
rivi 21
rivi 22
rivi 23
rivi 24
rivi 25
rivi 26
rivi 27
rivi 28
rivi 29
rivi 30
rivi 31
rivi 32
rivi 33
rivi 34
rivi 35
rivi 36
rivi 37
rivi 38
rivi 39
rivi 40
rivi 41
rivi 42
rivi 43
rivi 44
max. 45 riviä

20Vastaanottajan tiedot....Kanava 2

0.....
0----+----1----+----2----+----3---
0.....
0.....
0.....
0max. 6 riviä.....

50TIEDOTE.....Kanava 5

0.....
0----+----1----+----2----+----3---
0.....
0.....
0.....
0.....
0.....
0.....
0.....
0.....
0.....
0.....
0.....
0.....
0max. 17 riviä

30Lomakekutsu: EPL8DEFFkanava 3

	0	1	2	3	4	5	6	7
Orivi 3
Orivi 4
Orivi 5
Orivi 6
Orivi 7
Orivi 8
Orivi 9
Orivi 10
Orivi 11
Orivi 12
Orivi 13
Orivi 14
Orivi 15
Orivi 16
Orivi 17
Orivi 18
Orivi 19
Orivi 20
Orivi 21
Orivi 22
Orivi 23
Orivi 24
Orivi 25
Orivi 26
Orivi 27
Orivi 28
Orivi 29
Orivi 30
Orivi 31
Orivi 32
Orivi 33
Orivi 34
Orivi 35
Orivi 36
Orivi 37
Orivi 38
Orivi 39
Orivi 40
Orivi 41
Orivi 42
Orivi 43
Orivi 44
0max. 45 riviä

LASKU

Numero
Päivämäärä
Toimituspäivä
Asiakasnumero
Toimitusehto
Toimitustapa
Maksuehto
Viivästyskorko
Huomautusaika
Viittemme

EPL809TL

Vastaanota sähköisesti www.netposti.fi

000011 Iteila
090428
(1) 090428 1339 jannes tilislr
1 C /
1/3

Viitenumero	Eräpäivä	Yhteensä
-------------	----------	----------



Palkkatodistus

Työnantaja

Palkansaaja

Palkkakausi
Korvausjakso
Maksupäivä

Kausi	Kuluva vuosi	Edellinen vuosi
-------	--------------	-----------------

Rahapalkka
Luontoisetu
Veronalainen ansio
Lisät
Lomaraha
Lomakorvaus
Ennakonpidätys
Verovapaat korvaukset
Jäsenmaksu
Vähennykset
Vähennykset ennen ennakonpid.

Viikkoylityöt
Vuorokautiset ylityöt

Työnantaja				PALKKALASKELMA						
Lomakekutsu kääntöpuoli EPL909PK				Palkkakausi Korvausjakso Maksupäivä						
Palkansaaja										
Selite		Yksiköt pv / h / kpl		Ylityöt 50%		Ylityöt 100%		Á-hinta		summa EUR
Palkkaerittely										
Palkkakauden tiedot										
laskelman järj.nro	kalenteri- päivät	työpäivät	vuosilomaa kerryttävät päivät	kk-palkka EUR	tuntipalkka EUR	jakajaluku	Maksetaan			

[illegible]

[illegible]

Lomake EPL809AC

Päivämäärä	Laskun numero
Eräpäivä	Viitenumero
Viitteenne	Viitteemme
Asiakkaan Y-tunnus	Asiakasnumero
Myyjän nimi	Viivästyskorko
Toimituspäivä	Huomautusaika
Maksuehdot	Toimitusehdot
Toimitustapa	

000011 Iteila
090428
(1) 090428 1331 Järmos EPL809AC
1
C /
1/3

Viitenumero	Euro
-------------	------

Saajan tilinumero Mottagarens kontonummer	IBAN	BIC
Saaja Mottagare		
TILISIIRTO GIRERING Maksajan nimi ja osoite Betälarens namn och adress Alle- kirjoitus Underskrift		
	Viitenro Ref.nr	
Tilitä nro Från konto nr	Eräpäivä Förf.dag	Euro

Maksu vältetään saajalle vain Suomessa Kotimaan maksujenvälityksen yleisten ehtojen mukaisesti ja vain maksajan ilmoittaman tilinumeron perusteella.

Betalningen förmedlas till mottagare endast i Finland enligt Allmänna villkor för inrikes betalningsförmedling och endast till det kontonummer betalaren angivit.

PANKKI BANKEN



EPL1TunnusSala0 T001S 0
EPLKXX06100 100

10Lähetäjän tiedot.....Kanava 1
0.....
0---+---1---+---2---+---3---
0.....

EPL809AC

20Vastaanottajan tiedot...Kanava 2
0.....
0---+---1---+---2---+---3---
0.....
0.....
0max. 6 riviä.....

50LASKU FAKTURA

00---+---1---+---2---+ Kanava 5
00.....
00.....
00.....
00.....
00.....
00---+---1---+---2---+---3---
00.....

31Kanava 3 24 riviä Lomakekutsu: EPL809AC

1	2	3	4	5	6	7	8	9
1rivi 3
1rivi 4
1rivi 5
1rivi 6
1rivi 7
1rivi 8
1rivi 9
1rivi 10
1rivi 11
1rivi 12
1rivi 13
1rivi 14
1rivi 17
1rivi 18
1rivi 19
1rivi 20
1rivi 21
1rivi 22
1rivi 23
1rivi 24

41rivi 1 kanava 4	.	123456789	123456789	123456	79,45			
1	2	3	4	5	6	7	8	9
1	2	3	4	5	6	7	8	9
1rivi 4	2	3	4	5	6	7	8	9

60Kanava 6 xxxxxxxxxxxxxxxxxxxxxxxxxxxx XXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXX
0xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx XXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXX
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00 12345 67890 12345 67890
00 03.04.2009 79,45
EPLB128C85415620091001036100008000000000200100310001401032200003

Lomakekutsu
EPL809AB

PALKKAERITTELY

Erittelyn numero
Ajopäivämäärä
Yhteyshenkilö
Maksupäivämäärä
Palkkakausi
Alkupäivämäärä
Loppupäivämäärä

Vastaanota sähköisesti www.netposti.fi

Henkilötiedot	Verotustiedot	Kum.verotustiedot
---------------	---------------	-------------------

Aika	Selitys	Yksiköt	A-hinta	Kerroin	€
------	---------	---------	---------	---------	---

	Kauden tiedot	Vuoden al. tiedot	Edellinen vuosi
Rahapalkka			
Luontoisedut			
Ylityötunnit			
Lomaraha			
Lomakorvaus			
Vuorolisät			
Veroll.ansio			
Ennakkopidätys			
Verott.korv			
Ay-maksu			
Työt.vak.maksu			
Eläkemaksu			
Muut vähennykset			

[illegible]

TRC 0
Gothic 10 merkkiä / tuuma
abcdefghijklmnopqrstuvwxyzääö 0123456789
ABCDEFGHIJKLMNOPQRSTUVWXYZÄÖ
½!"#%&/()=?`´@£\$¥\<>|'*
-----+-----1-----+-----2-----+-----3-----+-----4-----+-----5-----+-----6-----+-----7-----+

TRC 1
Gotcic 12 merkkiä / tuuma
abcdefghijklmnopqrstuvwxyzääö 0123456789
ABCDEFGHIJKLMNOPQRSTUVWXYZÄÖ
½!"#%&/()=?`´@£\$¥\<>|'*
-----+-----1-----+-----2-----+-----3-----+-----4-----+-----5-----+-----6-----+-----7-----+-----8-----+-----9-----

TRC 2
Gotcic 15 merkkiä / tuuma
abcdefghijklmnopqrstuvwxyzääö 0123456789
ABCDEFGHIJKLMNOPQRSTUVWXYZÄÖ
½!"#%&/()=?`´@£\$¥\<>|'*
-----+-----1-----+-----2-----+-----3-----+-----4-----+-----5-----+-----6-----+-----7-----+-----8-----+-----9-----+-----0-----+-----1-----

TRC 3
Gotcic 18 merkkiä / tuuma
abcdefghijklmnopqrstuvwxyzääö 0123456789
ABCDEFGHIJKLMNOPQRSTUVWXYZÄÖ
½!"#%&/()=?`´@£\$¥\<>|'*
-----+-----1-----+-----2-----+-----3-----+-----4-----+-----5-----+-----6-----+-----7-----+-----8-----+-----9-----+-----0-----+-----1-----+-----2-----+-----3-----+-----

TRC 4
Courier Italic 10 merkkiä / tuuma
abcdefghijklmnopqrstuvwxyzääö 0123456789
ABCDEFGHIJKLMNOPQRSTUVWXYZÄÖ
½!"#%&/()=?`´@£\$¥\<>|'*
-----+-----1-----+-----2-----+-----3-----+-----4-----+-----5-----+-----6-----+-----7-----+-----

TRC 5
Courier Italic 12 merkkiä / tuuma
abcdefghijklmnopqrstuvwxyzääö 0123456789
ABCDEFGHIJKLMNOPQRSTUVWXYZÄÖ
½!"#%&/()=?`´@£\$¥\<>|'*
-----+-----1-----+-----2-----+-----3-----+-----4-----+-----5-----+-----6-----+-----7-----+-----8-----+-----9-----

TRC 6

Courier Italic 15 merkkiä / tuuma

abcdefghijklmnopqrstuvwxyzåö 0123456789

ABCDEFGHIJKLMNOPQRSTUVWXYZÅÖ

*½!"#%&/()=?`'@£\$\\<>|'**

-----1-----2-----3-----4-----5-----6-----7-----8-----9-----0-----1--

TRC 7

Gothic Bold 10 merkkiä / tuuma

abcdefghijklmnopqrstuvwxyzåö 0123456789

ABCDEFGHIJKLMNOPQRSTUVWXYZÅÖ

½!"#%&/()=?`'@£\$\\<>|'*

-----+-----1-----+-----2-----+-----3-----+-----4-----+-----5-----+-----6-----+-----7-----+

TRC 8

Gothic Bold 12 merkkiä / tuuma

abcdefghijklmnopqrstuvwxyzåö 0123456789

ABCDEFGHIJKLMNOPQRSTUVWXYZÅÖ

½!"#%&/()=?`'@£\$\\<>|'*

-----+-----1-----+-----2-----+-----3-----+-----4-----+-----5-----+-----6-----+-----7-----+-----8-----+-----9

TRC 9

Gothic Reverse 10 merkkiä / tuuma

abcdefghijklmnopqrstuvwxyzåö 0123456789

ABCDEFGHIJKLMNOPQRSTUVWXYZÅÖ

½!"#%&/()=?`'@£\$\\<>|'*

-----+-----1-----+-----2-----+-----3-----+-----4-----+-----5-----+-----6-----+-----7-----+

TRC A

Courier 10 merkkiä /tuuma

abcdefghijklmnopqrstuvwxyzåö 0123456789

ABCDEFGHIJKLMNOPQRSTUVWXYZÅÖ

½!"#%&/()=?`'@£\$\\<>|'*

-----+-----1-----+-----2-----+-----3-----+-----4-----+-----5-----+-----6-----+-----7-----+

TRC B

Courier Bold 10 merkkiä /tuuma

abcdefghijklmnopqrstuvwxyzåö 0123456789

ABCDEFGHIJKLMNOPQRSTUVWXYZÅÖ

½!"#%&/()=?`'@£\$\\<>|'*

-----+-----1-----+-----2-----+-----3-----+-----4-----+-----5-----+-----6-----+-----7-----+

TRC C

Courier Italic 10 merkkiä /tuuma

abcdefghijklmnopqrstuvwxyzåö 0123456789

ABCDEFGHIJKLMNOPQRSTUVWXYZÅÖ

*½!"#%&/()=?`'@£\$\"<>|'**

-----+-----1-----+-----2-----+-----3-----+-----4-----+-----5-----+-----6-----+-----7-----+

TRC D

Courier Double Wide

abcdefghijklmnopqrstuvwxyzåö 0123456789

ABCDEFGHIJKLMNOPQRSTUVWXYZÅÖ

½!"#%&/()=?`'@£\$\"<>|'*

-----+-----1-----+-----2-----+-----3-----+-----4-----+-----5-----+-----

TRC E

Courier Small 12

abcdefghijklmnopqrstuvwxyzåö 0123456789

ABCDEFGHIJKLMNOPQRSTUVWXYZÅÖ

½!"#%&/()=?`'@£\$\"<>|'*

-----+-----1-----+-----2-----+-----3-----+-----4-----+-----5-----+-----6-----+-----7-----+-----8-----+-----9-----

TRC H

10 merkkiä / tuuma

abcdefghijklmnopqrstuvwxyzåö 0123456789

ABCDEFGHIJKLMNOPQRSTUVWXYZÅÖ

½!"#%&/()=?`'@£\$\"<>|'*

-----+-----1-----+-----2-----+-----3-----+-----4-----+-----5-----+-----6-----+-----7-----+-----

TRC I

12 merkkiä / tuuma

abcdefghijklmnopqrstuvwxyzåö 0123456789

ABCDEFGHIJKLMNOPQRSTUVWXYZÅÖ

½!"#%&/()=?`'@£\$\"<>|'*

-----+-----1-----+-----2-----+-----3-----+-----4-----+-----5-----+-----6-----+-----7-----+-----8-----+-----9-----

TRC J

15 merkkiä / tuuma

abcdefghijklmnopqrstuvwxyzåö 0123456789

ABCDEFGHIJKLMNOPQRSTUVWXYZÅÖ

½!"#%&/()=?`'@£\$\"<>|'*

-----+-----1-----+-----2-----+-----3-----+-----4-----+-----5-----+-----6-----+-----7-----+-----8-----+-----9-----+-----0-----+-----1-----

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(1) 091105 1059 pia

Uudet Fo

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C /

3/6

TRC M

Very big Andale Mono Bold

abcdefghijklmnopqrstuvwxyzåäö

0123456789

ABCDEFGHIJKLMNOPQRSTUVWXYZÅÄÖ

½! " # € % & / () = ? ` ´ @ \ € < > | ' *

- - - - + - - - - 1 - - - - + - - - - 2 - - - - + - - - - 3 - - - - + - -

TRC N

Very big Andale Mono Italic

abcdefghijklmnopqrstuvwxyzåäö

0123456789

ABCDEFGHIJKLMNOPQRSTUVWXYZÅÄÖ

*½! " # € % & / () = ? ` ´ @ \ € < > / ' **

- - - - + - - - - 1 - - - - + - - - - 2 - - - - + - - - - 3 - - - - + - -

TRC O

Andale Mono 10 merkkiä / tuuma

abcdefghijklmnopqrstuvwxyzåäö 0123456789

ABCDEFGHIJKLMNOPQRSTUVWXYZÅÄÖ

½! " # € % & / () = ? ` ´ @ \ € < > | ' *

-----+-----1-----+-----2-----+-----3-----+-----4-----+-----5-----+-----6-----+-----7-----+

TRC P

Andale Mono Bold 10 merkkiä / tuuma

abcdefghijklmnopqrstuvwxyzåäö 0123456789

ABCDEFGHIJKLMNOPQRSTUVWXYZÅÄÖ

½! " # € % & / () = ? ` ´ @ \ € < > | ' *

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Uudet Fo

4

C /

4/6

TRC Q

Andale Mono Italic 10 merkkiä / tuuma

*abcdefghijklmnopqrstuvwxyzåö 0123456789**ABCDEFGHIJKLMNOPQRSTUVWXYZÄÖ**½!"#€%&/()=?`´@ \€<>|'**

-----+-----1-----+-----2-----+-----3-----+-----4-----+-----5-----+-----6-----+-----7-----+

TRC R

Andale Mono 12 merkkiä / tuuma

abcdefghijklmnopqrstuvwxyzåö 0123456789

ABCDEFGHIJKLMNOPQRSTUVWXYZÄÖ

½!"#€%&/()=?`´@ \€<>|'*

-----+-----1-----+-----2-----+-----3-----+-----4-----+-----5-----+-----6-----+-----7-----+

TRC S

Andale Mono Bold 12 merkkiä / tuuma

abcdefghijklmnopqrstuvwxyzåö 0123456789**ABCDEFGHIJKLMNOPQRSTUVWXYZÄÖ****½!"#€%&/()=?`´@ \€<>|'***

-----+-----1-----+-----2-----+-----3-----+-----4-----+-----5-----+-----6-----+-----7-----+

TRC T

Andale Mono Italic 12 merkkiä / tuuma

*abcdefghijklmnopqrstuvwxyzåö 0123456789**ABCDEFGHIJKLMNOPQRSTUVWXYZÄÖ**½!"#€%&/()=?`´@ \€<>|'**

-----+-----1-----+-----2-----+-----3-----+-----4-----+-----5-----+-----6-----+-----7-----+

TRC U

Andale Mono 15 merkkiä / tuuma

abcdefghijklmnopqrstuvwxyzåö 0123456789

ABCDEFGHIJKLMNOPQRSTUVWXYZÄÖ

½!"#€%&/()=?`´@ \€<>|'*

-----+-----1-----+-----2-----+-----3-----+-----4-----+-----5-----+-----6-----+-----7-----+

TRC V

Andale Mono Italic 15 merkkiä / tuuma

*abcdefghijklmnopqrstuvwxyzåö 0123456789**ABCDEFGHIJKLMNOPQRSTUVWXYZÄÖ**½!"#€%&/()=?`´@ \€<>|'**

-----+-----1-----+-----2-----+-----3-----+-----4-----+-----5-----+-----6-----+-----7-----+

TRC W

Andale Mono 18 merkkiä / tuuma

abcdefghijklmnopqrstuvwxyzäö 0123456789
ABCDEFGHIJKLMNOPQRSTUVWXYZÄÖ
½!"#\$%&/'()*+,-./:;<=>?@[\]^_`{|}~

-----1-----2-----3-----4-----5-----6-----7-----+