

How to Use NZ Post/Rural Delivery Courier Service

Step 1: Enter website address in your search engine



Step 2: <https://www.nzpost.co.nz/tools/rate-finder>

Where are you sending?

Find out what it will cost to send your item. You can then pay, p

Within New Zealand

Whether it's across town or from Kaitaia to Stewart Island, we can get your letter or parcel to almost any address in New Zealand.

Send In NZ

Step 2:

<https://www.nzpost.co.nz/tools/rate-finder/sending-nz/parcels>

Fill in your address and then fill in the Seed Certification

Address, which is listed below. Click Next.

Home > Tools > Find a price > Sending within New Zealand > Parcels

< back

Letters

Parcels

Across town boundaries

Rural charge for untracked and tracked services

Parcels

Find the best option for sending a parcel within New Zealand.

Where are you sending?

I am sending from (required)

Enter a town, city, postcode or address, e.g. 'Levin', 'Christchurch', '6012' or '22 Panama Street'.

e.g. Address, Postcode

I am sending to

Enter a town, city, postcode or address, e.g. 'Levin', 'Christchurch', '6012' or '22 Panama Street'.

80 Tennent Drive, Massey University, Palmerston North 4410

Next >

Step 3: Click on Next, the Add Dimensions of parcel (even though this will most likely be an envelope):

- Business envelope (DLE) (13cm H x 23.5cm L x 0.6cm W)
- C4 - A4 size envelope (26cm H x 32cm L x 7cm W)

Leave at the small weight up to 3kgs
 What is the value, leave up to \$250

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Parcels

Find the best option for sending a parcel within New Zealand.

[Start over](#)

From 858D Rangiotu Road, Rangiotu, Palmerston North 4477
To 80 Tennent Drive, Massey University, Palmerston North 4410

What are you sending?

Parcel Tube

Dimensions (cm) (required)

Choose one of our parcel products or enter the height, length, and width of your parcel below.

What weight range does it fit into? (required)

Select your parcel's weight

What is the value? (NZD) (required)

Select your parcel's value

[Calculate rates](#) [Start over](#)

Dimensions tip

Use a standard pen to work out the dimensions. A standard pen is approximately 14 cm, e.g. a CD is 1 pen long by 1 pen wide.



Weight tip

A block of butter weighs 500 g or 0.5 kg.

[Ratefinder help](#)

Then click on **Calculate** on rates:

- [← back](#)
- [Letters](#)
- Parcels**
- [Across town boundaries](#)
- [Rural charge for untracked and tracked services](#)

Parcels

Find the best option for sending a parcel within New Zealand.

[Start over](#)

From 858D Rangiotu Road, Rangiotu, Palmerston North 4477 **Dimensions** 13 cm x 23.5 cm x .6 cm
To 80 Tennent Drive, Massey University, Palmerston North 4410 **Weight** Up to 3 kg
Value Up to \$250
[Edit](#) [Edit](#)

Then click on **Courier** for rates

Postage rates

Postage only Postage & packaging

Economy	Delivery Target: Up to 3 working days	\$4.20	<input type="button" value="v"/>
Courier	Delivery Target: Next working day	\$6.20	<input type="button" value="^"/>
Use our courier service to get your parcel there faster. Includes tracking confirming when we receive and deliver your parcel. Compensation of up to \$2,000 available in the unlikely event your parcel is lost or damaged.			
Buy online It will cost \$6.20 to buy the postage only. Find out more about this service.			
Buy this postage now <input type="button" value=">"/>			
How this estimate is calculated			
DLE Economy parcel, postage only		\$4.20	
Courier upgrade ticket		\$2.00	
Postage total		\$6.20	
Service surcharge			
Saturday Delivery	add \$5.80		
This is an estimate only. The results are as accurate as the information you have provided about the size and weight of your parcel. Different systems are used in-store to calculate rates and occasionally may produce a different price than this Rate Finder. Delivery targets are a guide only. Delivery to and from rural or remote areas may take longer.			
Courier & Signature	Delivery Target: Next working day	\$9.20	<input type="button" value="v"/>

Then click on **Buy this postage now**

Step 4: Pay & Print

Fill in Your Name and who you are sending to, which we have pre-filled the Seed Certification Bureaus address for you to use.

Then proceed to check out to pay and print your label off.

Pay & print

Complete and confirm your sending to and from details below. These will be printed on your postage.

[Start over](#) [Help](#)

Add postage details

Sending from:

First name (required)

Last name (required)

Business name (if applicable)

Your address

[REDACTED]
Rangiotu
Palmerston North 4477
NEW ZEALAND
[Change this](#)

Phone

Sending to:

First name (required)

Last name (required)

Business name (if applicable)

Their address

80 Tennent Drive
Massey University
Palmerston North 4410
NEW ZEALAND
[Change this](#)

Phone

Email address

Do you want a courier to pick this up? [?](#)

[Start over](#)

Step 5: Click on Book a Pick Up

Note:

Please book the courier, to ensure that your item is picked up by the Rural Delivery service on the next run. Please allow 2-3 days for delivery, but this also means that you can keep track of your item at any time.

The courier label that you are printing, should have a bar code, tracking number, pick up address details and lastly delivery address details. Print this out, then apply it to your envelope (with cellotape) and put into your farm letter box, so that rural delivery can pick this up.