






Local and International mail formats

Size and weights				
Format	Max weight	Max length	Max width	Max depth
 Letter Documents Only	2 kg 4.4 lbs	24 cm 9.5 in	16.5 cm 6.5 in	1.2 cm 0.5 in
 Large letter Printed Matter Only	2 kg 4.4 lbs	35.5 cm 14 in	25 cm 10 in	2.5 cm 1 in
 Air Mail Film and Small Packet - Merchandise	1 kg 2.2 lbs	Not exceeding: Length 30 cm (12 in) x Width 20 cm (8 in) x Depth 10 cm (4 in) not greater than 90 cm (35.5 in) girth, with no single side longer than 60 cm (23.5 in) <i>Valid for Local Small Packets up to 5kg</i>		
 Tube / roll	2 kg 4.4 lbs	Not exceeding: Length: 90 cm (35.5 in) Length + 2 x diameter should not be more than 104 cm (41 in)		
 Parcel and EMS	20 kg 44 lbs	Length or Width or Depth not exceeding 106.5 cm (3 ft 6 ins) or not greater than 200 cm (6 ft 7 ins) in length and girth combined.		

To calculate the girth of a package, follow these guidelines:

1. Measure the three parcel dimensions in centimeters. *Example: 30 cm (Length) x 20 cm (Width) x 10 cm (Height).*
2. Add the measurements of the two smallest dimensions together. Multiply the result by two. This is the girth of your package. *Example: 20 cm (Width) + 10 cm (Height) = 30 cm. 30 cm x 2 = 60 cm (Girth).*
3. Now simply take the longest dimension and add this to the package girth. The result is the combined length and girth of your parcel. *Example: 30 cm (Length) + 60 cm (Girth) = 90 cm (Combined Length and Girth)*