

Letters dispatch list online service

Conditions of use

These conditions of use for the “Letters dispatch list” online service govern the contractual relationship between customers (hereinafter: Customer) and Swiss Post CH Ltd (hereinafter: Swiss Post) with respect to the use of the “Letters dispatch list” online service.

1. The Customer commissions Swiss Post to accept or collect consignments they have registered in the dispatch list and to deliver said consignments to the specified recipients. The General Terms and Conditions “[Postal Services for Business Customers](#)” apply when sending consignments.
2. The Customer is obliged to print the delivery note created in the “Letters dispatch list” online service and to enclose it with the consignments upon dispatch or collection at the agreed location.
3. Swiss Post checks the consignments handed in and invoices the Customer for these as agreed. Should the number or type of consignments handed in deviate from the declaration on the delivery note, the actual number of consignments handed in and registered by Swiss Post will be invoiced to the Customer in accordance with the list price, or as per any price individually agreed with the customer. Invoicing is based on relevant Swiss Post data and Swiss Post’s monthly invoicing procedure.
4. The Customer has the option to delete any order registered in the “Letters dispatch list” online service up to five days before the registered date of posting, provided the consignments have not yet been handed in to Swiss Post. If the consignments are not handed in with a delivery note within this period, Swiss Post is entitled to invoice the Customer for the order in accordance with the data registered in the “Letters dispatch list” online service.
5. The provisions stipulated of the General Terms and Conditions “[Postal Services for Business Customers](#)” apply with respect to the place of jurisdiction, applicable law and the scope of application of the present conditions of use.

