

Steps to use Speedpost “Economy Express” Service

Step 1: Login to Speedpost Online Account Zone <http://www.speedpostonline.hongkongpost.com>

The screenshot shows the Speedpost Online Account Zone login page. At the top, there is a navigation bar with the SpeedPost logo and links for Home, English, 繁體, and 简体. The main heading is "Speedpost Online Account Zone". Below this, a text block states: "Speedpost Online Account Zone provides speedy and convenient online services for Speedpost account customer. Experience it now!". A central login form titled "Speedpost Online Account Login" contains fields for "Login Name" and "Password", a "Forgot login name / password?" link, and buttons for "Login", "Reset", and "Service Registration". To the right, there are two download links: "Steps to register Speedpost Online Account" and "Steps to use 'Delivery Notification' Service". At the bottom right, there is a note about using Adobe Acrobat Reader and Asian Font Packs, along with the Hongkong Post logo. The footer contains copyright information for 2007 and a last updated date of 14/05/2008.

Step 2 : After log-in, please select “Economy Express”.

The screenshot shows the Speedpost online interface after login. The account number "044088" is displayed. A navigation bar at the top includes "Home", "English", "繁體", and "简体", along with a "Logout" link. Below the account number, there are two tabs: "Economy Express" and "Cash on Delivery / Postage Paid by Addressee". The "Economy Express" tab is selected and circled in orange. Below the tabs, there is a link to "Prepare Posting Form (Pos 495)" and a link to "View Prepared Posting Form (Pos 495)". The main content area is titled "Economy Express - Prepare Posting Form (Pos 495)" and contains several sections: "Account Information" (Account No. 044088), "Sender Information" (Name of Sender: POSTAL MARKETING DIVISION, Address of Sender: Pick-up Address, 21/F, ING TOWER, 308-320 DES VOEUX ROAD CENTRAL, SHEUNG WAN, HONG KONG), "Contact Person" (with a text input field), "Tel./Fax" (with a text input field), and "Addressee Information" (Name of Addressee and Address of Addressee, both with text input fields).

Step 3 : Fill in the Posting Form (Pos 495)

Economy Express - Prepare Posting Form (Pos 495)

Account Information
Account No. 044088

Sender Information
Name of Sender POSTAL MARKETING DIVISION
Address of Sender Pick-up Address
21/F
ING TOWER
308-320 DES VOEUX ROAD CENTRAL
SHEUNG WAN, HONG KONG

Contact Person
Tel./Fax

Addressee Information
Name of Addressee
Address of Addressee

Country

Step 4 : You can also check the Postage while filling out the posting form.

Total	<input type="text" value="8"/>	888.00
	(Max. 30 kg, includes packaging)	
Number of certificates and invoices	<input type="text" value="0"/>	

[\(Postage Calculator\)](#)

Subscribe Speedpost Ins
Sum Insured (HKD)
Insured Item Type

Terms and Conditions for the
1. Economy Express is ap
a) Speedpost acco
b) postings via pick
c) items with a ma
d) items with a ma
e) items delivered
2. Items sent through Econ
to sender.
3. Sender shall ensure all 5
the printed posting form
4. To facilitate barcode sca
barcode imprinted on all
agencies are unable to p
5. The total weight of the it
measurement shall be fi

https://www.speedpostonline.hongkongpost.com - Speedpost Online Account Zone - Microsoft Inte...

Economy Express - Postage Calculation

Country

Total Weight (kg)

Estimated Postage (HKD)

Note:
The value displayed is for reference only. The final charges shall be determined by the price plan on the date of posting. Total weight of the item is subject to the final measurement by Hongkong Post after the pick-up.

Step 5 : Please print the posting form (Pos495) by laser printer and sign on all of the 5 copies.

Speed Post 特快專遞 Home English 繁體 简体

Account No. 044088 [Logout](#)

Economy Express Cash On Delivery / Postage Paid by Addressee

Prepare Posting Form (Pos 495) | [View Prepared Posting Form \(Pos 495\)](#)

PRINT Posting Form (Pos 495)

Printer Setup Instructions

- Put A4 paper in your printer (MUST be printed by laser printer)
- Go to the "File" menu in your web browser; choose "Page Setup"
- Change all "Margins" to 0.25 inches (or 6.4mm)
- Remove text from "Header" and "Footer" fields
- Set "Orientation" to "Portrait"
- Click OK. Then click "Preview & Print" on this page to print

Preview & Print Back

Arrange Pickup Now

Page Setup

Paper Size: A4 Source: Auto Select

Headers and Footers: Header: 4 Footer:

Orientation: Portrait 5 Landscape

Margins (inches): Left: 0.25 3 Right: 0.25 Top: 0.25 Bottom: 0.25

OK Cancel Printer...

Step 6 : Place the full set of posting forms into a transparent envelope and affix it on the posting item.

Economy Express		香港郵政 HONGKONG POST		郵件編號 Item No.		EV 000 000 093 HK	
寄件人姓名及地址 NAME AND ADDRESS OF SENDER POSTAL MARKETING DIVISION 21/F ING TOWER 308-320 DES VOEUX ROAD CENTRAL SHEUNG WAN, HONG KONG		帳戶號碼 Account No. 044088		收件人姓名及地址 NAME AND ADDRESS OF ADDRESSEE CHAN TAI MAN 18/F, Guangzhou Plaza No. 888 North Tianhe Road Guangzhou		GUANGDONG PROVINCE 廣東省 國家 Country CHINA, MAINLAND 中國內地 郵遞區號碼 510898 電話/傳真 8620-88888888 Postal Code (Tel./Fax)	
聯絡人 Peter Chan Contact Person 電話/傳真(Tel./Fax) 29212277 香港 HONG KONG		(1) 報關單 CUSTOMS DECLARATION <input type="checkbox"/> 文件 document <input checked="" type="checkbox"/> 商品 merchandise <input type="checkbox"/> 樣本 sample		證明文件及發貨單數目 Number of certificates and invoices 數量 No. 0		投保特快專遞保險服務 Speedpost Insurance <input checked="" type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No 投保金額(港幣) Sum Insured(HKD) 800.00	
(2) 內藏物品詳情及數量 Quantity & detailed description of contents		(3) 重量(公斤) Weight (kg)		(4) 價值(港幣) Value(HKD)		您在此地址所填報的個人資料、香港郵政將用作處理您的投寄事宜。香港郵政或其與香港郵政有業務往來的機構亦可能會利用這些資料作產品宣傳或分析之用。如您不希望這些資料用作上述用途，請在表格內填上“ <input checked="" type="checkbox"/> ”號。 The personal data you provide in this address pack will be used by Hongkong Post for processing your posting. The information may also be used for the product promotion and analysis which are offered by Hongkong Post or other organisations which have a business relationship with Hongkong Post. If you do not wish such information to be so used, please “ <input checked="" type="checkbox"/> ” the box. 有關「個人資料(私隱)」條例，詳情請參閱特快專遞網頁 www.hongkongpost.com/speedpost 或「貨運注意事項」部份。 With respect to the Personal Data (Privacy) Ordinance, please refer to Speedpost website www.hongkongpost.com/speedpost or "Attention" part at last page for details.	
(5) 只適用於商品樣本 For merchandise / sample only 協商編號及物品原產地(如有) If known, HS tariff number and country of origin of goods		總重量(公斤) Total weight (kg)		總共價值(港幣) Total value(HKD)		郵局專用 FOR HONGKONG POST USE 年Y 月M 日D 時H 上門收件職員簽署 Signature of Collection Officer	
在下圖簽署，以證明此報關單上列資料全屬正確，及此郵件並不載有任何法例或郵政規例或海關條例所禁寄的危險品。本人的姓名及地址已載於郵件上。本人已閱讀及完全明白刊載於特快專遞網站 www.hongkongpost.com/speedpost 的「經濟快遞」之使用條款及細則並同意受其約束。 I, the undersigned, whose name and address are given on the item, certify that the particulars given in this declaration are correct and that this item does not contain any dangerous article or articles prohibited by legislation or by postal or customs regulations. I also acknowledge that I have read and fully understood the terms and conditions for use of the "Economy Express" which is published on Speedpost web site www.hongkongpost.com/speedpost and agree to observe and be bound by the same.		日期及寄件人簽署 Date and Sender's Signature Peter Chan 17/7/2008		Pos 495 (7/2008)		1. 投寄證明書 CERTIFICATE OF POSTING	

Step 7 : Arrange pick-up service online or by calling to 2921-2266

The screenshot shows the Speed Post website interface. At the top, there is a navigation bar with the Speed Post logo and links for Home, English, 繁體, and 简体. Below this, the account number 044088 is displayed. The main content area is titled 'Prepare Posting Form (Pos 495)' and includes a 'View Prepared Posting Form (Pos 495)' link. The primary instruction is 'PRINT Posting Form (Pos 495)'. Underneath, 'Printer Setup Instructions' are listed in a numbered format. To the right, a 'Page Setup' dialog box is open, showing settings for paper size (A4), orientation (Portrait), and margins (0.25 inches on all sides). The 'Header' and 'Footer' fields in the dialog are highlighted with a red box and a red number '4'. The 'Orientation' section is highlighted with a red box and a red number '5'. The 'Margins' section is highlighted with a red box and a red number '3'. At the bottom of the main content area, there are two buttons: 'Preview & Print' and 'Arrange Pickup Now', with the latter being circled in orange.

Speed Post
特快專遞

Home English 繁體 简体

Account No. 044088 [Logout](#)

Economy Express Cash On Delivery / Postage Paid by Addressee

Prepare Posting Form (Pos 495) | [View Prepared Posting Form \(Pos 495\)](#)

PRINT Posting Form (Pos 495)

Printer Setup Instructions

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3. Change all "Margins" to 0.25 inches (or 6.4mm)
4. Remove text from "Header" and "Footer" fields
5. Set "Orientation" to "Portrait"
6. Click OK. Then click "Preview & Print" on this page to print

Preview & Print Back

Arrange Pickup Now

Page Setup

Paper
Size: A4
Source: Auto Select

Headers and Footers
Header
Footer

Orientation
 Portrait
 Landscape

Margins (inches)
Left: 0.25 Right: 0.25
Top: 0.25 Bottom: 0.25

OK Cancel Printer...