

5. Acceptance of Conditions of Service

I confirm that the information given on this form is correct, I am over sixteen and agree to comply with Royal Mail PO Box Conditions of Service and Fees. I authorise the persons named in Section 1 to collect mail.

Applicant:
Signature:
Date: / /

If you are applying on behalf of an organisation, this form must also be counter signed by a Director, partner or officer of the organisation (unless you are a sole trader this does not apply).

*I authorise the applicant above to apply for a PO Box on behalf of our organisation.

Name:
Position:
Company Name:
Signature:
Date: / /

Please return this application form with your payment and evidence of address in the prepaid envelope provided. These must be originals, not photocopies, please tick here if you want the items returned to you. Please retain the "Conditions of Service and Fees" Information enclosed for your records.

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! IMPORTANT: Before you send off this application form please check:

- That you have included a document of proof of address that is **LESS THAN 3 MONTHS OLD** (a gas bill, telephone bill (not mobile), electricity bill, council tax bill, bank or building society statement).
- That you have included the correct payment.
- That you have read and understood the Conditions of Service & Fees booklet.

For office use only

Processed by DO
PO Box Number PO Box Postcode Service Code
Cheque No./Postal Order No. Start Date / /
Renewal Date / / Account number (if applicable)

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applying for a PO Box

application form

A. Smith



application for a PO Box

Please ensure that you fill in all the relevant information and include proof of address documentation that is less than 3 months old.

Please complete in block capitals

1. The box holder

Applicant name (individual or company applying):

Name (if applying on behalf of company):

Position:

Telephone number:

Box Name (e.g. J Brown, promotion x):

Address:

Postcode:

Please note we will disclose your address to enquirers on request.

Invoice name and address (if different from above; please note we will not send invoices to the PO Box):

Postcode:

People authorised to collect mail and their signatures

Name: Signature:

Name: Signature:

Name: Signature:

2. The box

Would you like the box for: 6 months (£95.00) 12 months (£170.00)

You will need to allow at least 10 working days for the PO Box to be set up.

Please state preferred start date (must be on a Monday) / /

The approximate number of letters expected daily is: up to 100 101 to 1000 1001 to 5000

5000+ Tick here if seasonal/campaign related

If seasonal/campaign related please estimate peak per day

3. Additional delivery services

Optional additional services. Choose one from either 3a or 3b.

3a. Additional delivery service 6 months (£110.00) 12 months (£200.00)

Delivery of PO Box mail to Street address*:
(*answer must reflect answer in question 2)

Please tick when you would like mail delivered: Monday to Friday or

Monday to Saturday

3b. Additional collection services

The following additional collection services are subject to local availability. Please call your Royal Mail Sales Centre on **0845 7950 950** to confirm availability in your area before including payment.

Transfer/delivery of normal street address* 6 months (£130.00) 12 months (£240.00)
to PO Box for collection

e.g. P O Box rental for 12 months is £170. P O Box rental with delivery for 12 months is £200. P O Box rental with transfer of street addressed mail is £240.

4. Payment

PO Box rental £

Additional services £

Total amount £

How would you like to pay? (Be sure to include payment when sending in form.)

Cheque (payable to Royal Mail) Postal order (payable to Royal Mail)

Direct Debit

Please see enclosed sheet "Services and Fees" for details.

application form continued overleaf >