

# Outsourced Mailroom

v04/2021

## Instruction sheet

### Client Information

Company Name:	
Name:	
Company Address:	Jersey Post Account ID:
	Jersey Post Licence Number:
	Date Posted:
Telephone Number:	Number of Bags:

#### Please tick one of the below:

Collected by Jersey Post

Dropped off at Post Office

Post Office:

### Details of Mailing Items

Mailing Items	Quantity
<b>Local</b>	
Letters	
Large Letters	
<b>UK</b>	
Letters	
Large Letters	
<b>Europe</b>	
Letters	
Large Letters	
<b>International</b>	
Letters	
Large Letters	

TOTAL QUANTITY	
Letters	
Large Letters	
GRAND TOTAL QUANTITY	
Items	

#### IMPORTANT

Letters and parcels containing items, to any destination, can no longer be processed through the Outsourced Mailroom service, and customers are advised to use the online Postage Portal to process these items.

Please ensure all items are presented to Jersey Post in the manner specified in the Mailroom Ts & Cs, specifically ensuring all identical Mailing Items are sorted into approximate bundles of 50, facing and orientated the same way and segregated into the relevant destination zones.

A surcharge fee is applicable for unsorted mail.

### JERSEY POST USE ONLY - Please print in BLOCK CAPITALS

Number of bags:	<input type="text"/>	<input type="text"/>	Collection Staff Name
Mail items accepted:	<input type="text"/>	<input type="text"/>	Collection Staff Name
Mail items checked on receipt at HQ:	<input type="text"/>	<input type="text"/>	Mailroom Staff Name
Revenue protection undertaken:	<input type="text"/>	<input type="text"/>	Mailroom Staff Name