## TOPTIPS for festive mail

To ensure the smooth arrival of your mail, here are some top tips for sending and receiving over the Christmas period:

<u>Buy postage online</u> for greater convenience and drop your items to your nearest Post Office.

If your goods are subject to VAT,

you should pre-pay this when buying postage online or in a Post Office, otherwise your item may be subject to delays.

Sign up to SecureDrop so that your mail can be delivered to a safe place on your property even when you're not home.

Follow our <u>packaging guidelines</u> to ensure your parcels and gifts stay safe during transit.

For same day\* despatch please post your items by:

- Broad Street: by 5pm
- Rue Des Pres: by 6pm
- Other Post Offices: by 4pm
- Post Boxes: by 10am

Be prepared to pay GST on any parcels arriving on island which have a value over £60.

\*subject to boat departures





