

# Instruction sheet

# Outsourced Mailroom

October 2025

To find out more about this service and its current rates, visit [www.jerseypost.com/mailroom](http://www.jerseypost.com/mailroom)

## Client Information

Company Name:

Name:

Company Address:

Jersey Post Account ID:

Telephone Number:

Jersey Post Licence Number:

Date Posted:

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

Any letters and parcels containing goods must be processed through the online postage portal.

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: \_\_\_\_\_ Collection Staff Name \_\_\_\_\_

Mail items accepted: \_\_\_\_\_ Collection Staff Name \_\_\_\_\_

Mail items checked on receipt at HQ: \_\_\_\_\_ Mailroom Staff Name \_\_\_\_\_

Revenue protection undertaken: \_\_\_\_\_ Mailroom Staff Name \_\_\_\_\_

For further information, please contact the Business Team  
email [business@jerseypost.com](mailto:business@jerseypost.com)

[www.jerseypost.com](http://www.jerseypost.com)