

Instruction sheet

Outsourced Mailroom

October 2025

To find out more about this service and it's current rates, visit www.jerseypost.com/mailroom

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
Local	
Letters	
Large Letters	
UK	
Letters	
Large Letters	
Europe	
Letters	
Large Letters	
International	
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
www.jerseypost.com

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Post** 
Delivering for you