

APPLICATION FORM

Timed Collection/Delivery



PLEASE COMPLETE USING BLOCK CAPITALS

Title (Mr, Mrs, Miss, Ms.)	Full name	
Position	Contact number	
Fax number	Email	
Company name		
Address		Postcode

To enable us to process this application you will need an account with Guernsey Post.
 Please complete the Account Facilities form available from Customer Services or at www.guernseypost.com.
 Please speak to a member of our Customers Services team regarding the annual charge for each service (collection or delivery).

SERVICE REQUIRED

Timed Delivery
 Timed Collection
 Timed Delivery and Collection

PRIVATE BOX

Do you have a Private Box? Yes No

If you require Timed Delivery but do not currently rent a Private Box at Envoy House you will need to apply for this service. Please complete a **Private Box application form** available from Customer Services or at www.guernseypost.com

Private Box number(s) to be used with Timed Delivery:

COLLECTION/DELIVERY TIMES

Please indicate your desired Collection and/or Delivery times:

Timed Collection

Timed Delivery

COLLECTION/DELIVERY ADDRESS (If different from above)

Company name	
Address	Postcode

SIGNED IN ACCEPTANCE OF TERMS AND CONDITIONS

Date

Important: Please read the terms and conditions overleaf

Terms and Conditions

- One year's payment in advance on account.
- Accounts are renewed on 1st March each year. Customers can commence service at any time and fees will be pro rata accordingly.
- Wherever possible, collections to be segregated into local, UK and International pouches. Alternatively customers are required to use Guernsey Post mailbags and meet Postage Paid Impression/Straight Line Pricing terms.
- A service level agreement will be signed prior to service commencement so customers are fully aware of service specification, which includes mobile numbers for couriers.
- One month's notice required of change of collect location.
- Rolling contract.

Please note: For Timed Delivery only, customers must also have a private box or large user postcode to access the service and will receive only mail delivered to that private box or postcode.

Privacy Promise

Please be assured that we will treat your personal information with the utmost care and will never sell it to other companies or use it other than as stated in our privacy promise. The personal information you provide us is used primarily to deal with your enquiries or provide the service and products you request. You can find further details of our privacy promise at www.guernseypost.com/data-protection-policy