

# Business Services

Postage Rates & Service Details

From 1 April 2026



[guernseypost.com](https://www.guernseypost.com)



# Page Index

Business Services .....	1
Format Sizes and Weights .....	2 - 3
Business Postal Rates	
Bailiwick, UK, Isle of Man, Jersey .....	4
Large Parcel Rates	
Bailiwick .....	5
Large Parcel Rates	
UK, Isle of Man, Jersey .....	6
Priority Business Service Options	
Bailiwick, UK, Isle of Man, Jersey	
■ Signed For .....	7
■ Special Delivery Bailiwick .....	8
■ Special Delivery UK, Isle of Man, Jersey .....	9
Business Postal Rates	
Europe and Rest of World .....	10
Priority Large Parcel Rates	
Europe and Rest of World.....	11
Priority Business Service Options	
Europe and Rest of World	
■ International Tracked & Signed .....	12
■ International Tracked .....	13
Additional Business Services	
■ Redirection .....	14
■ PO Boxes .....	14
■ Timed Collection/Delivery .....	15
■ Local Tracked .....	15
■ Bulk Mail Services .....	15
■ UK Import VAT .....	15
■ Prepayment of UK Import VAT .....	15
■ Border Force (Customs) .....	15

## Business Services

This leaflet details the products, services and reduced rates that are available to account holding business customers. Please note some services are only available by air (including most priority services) and some services are only available by sea. Complete rate tables, details and terms & conditions for all of these products are available online at [guernseypost.com](http://guernseypost.com)

Visit  [www.guernseypost.com/postage-calculator](http://www.guernseypost.com/postage-calculator) *(public postal rates only)*

## How can my business benefit?

### Opening a Credit Account

Starting a credit account with Guernsey Post opens up a wide range of very useful Business Services, including access to our online Business Portal, Freepost, Prepaid Postage, PO Boxes, International and Business Reply Services.

All you have to do is complete our Account Facilities application form, a Bank Consent form, Direct Debit and the relevant service form. You'll find them at any of our branches as well as on our website.

Simply return your completed forms to Customer Services, FREEPOST GU267, Envoy House, La Vrangue, St Peter Port, GUERNSEY, GY1 5SS.

### Direct Debit

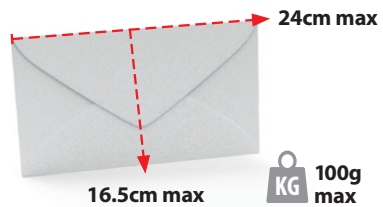
With a monthly direct debit you can spread the cost of services evenly throughout the year. Direct Debit will enable you to factor monthly charges into your budget more easily.

### Business Portal

Once you have opened a credit account with us you will have access to our Business Portal. This enables you to submit all of your postal payments online, making it suitable for businesses of all sizes. It removes the need to wait in branch, you can just drop your post and go. The Business Portal enables you to access a whole host of additional benefits including saving your business 2p per item on standard postal rates, and volume based discounts for Special Delivery.

# Format Sizes and Weights

## Letter and Postcard



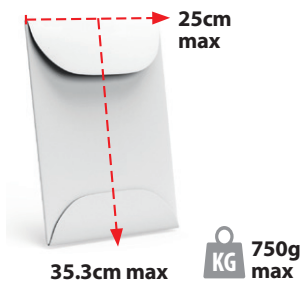
### All destinations

**Dimensions:** Maximum  
**Length:** 24cm  
**Width:** 16.5cm  
**Thickness:** 0.5cm

#### For example:

- most letters (DL & C5 envelopes)
- some brochures & catalogues
- most greeting cards excluding large cards or cards with badges or 3D effects

## Large Letter



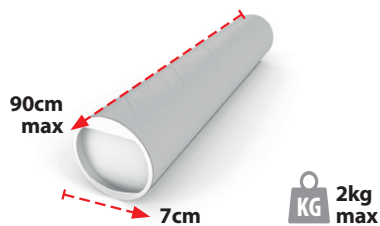
### All destinations

**Dimensions:** Maximum  
**Length:** 35.3cm  
**Width:** 25cm  
**Thickness:** 2.5cm

#### For example:

- letters, bills & statements (C4 envelopes)
- most brochures, catalogues & magazines
- large greeting cards & cards with badges or 3D effects

## Tubes/Rolls



### All destinations

**Dimensions:** Maximum\*  
**Length:** 90cm

#### For example:

- posters
- large cylindrical packages

\* Length + twice the diameter must not exceed 104cm

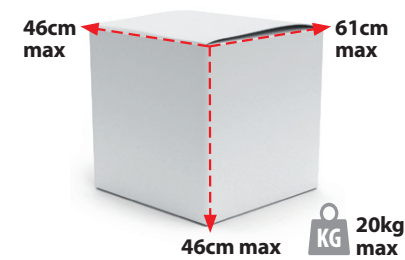
**!** For Bailiwick, UK, Isle of Man and Jersey destinations, tubes/rolls are classed as standard parcels. For international destinations, tubes/rolls are classed as small parcels.

Contact Customer Services 711720 for more information or visit [www.guernseypost.com](http://www.guernseypost.com)

[www.guernseypost.com/business\\_services](http://www.guernseypost.com/business_services)

# Format Sizes and Weights

## Standard Parcel



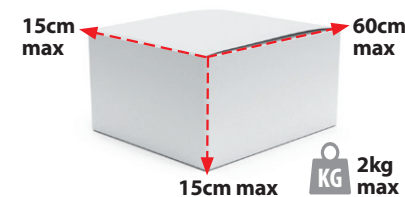
### Bailiwick, UK, Isle of Man, Jersey

**Dimensions:** Maximum  
**Length:** 61cm  
**Width:** 46cm  
**Depth:** 46cm

#### For example:

- most books
- parts & samples

## Small Parcel

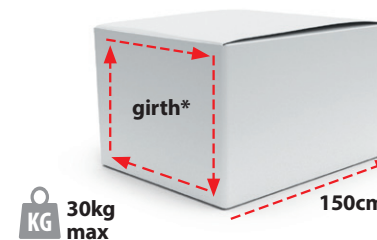


### Europe and Rest of World

**Dimensions:** Maximum\*  
**Length:** 60cm

**!** \*Length + width + depth combined must not exceed 90cm, and no one side must exceed 60cm.

## Large Parcel



### All destinations

**Dimensions:**  
**No one dimension must exceed 150cm**

#### For example:

- printers
- duvets
- golf clubs

Maximum Large Parcel sizes and weights can vary by destination for European and ROW destinations.

**!** Length + girth must be no more than 300cm. (Length + (2 x width) + (2 x height))


\*The girth of a parcel is the four shortest sides added together.

Contact Customer Services 711720 for more information or visit [www.guernseypost.com](http://www.guernseypost.com)


[www.guernseypost.com/business\\_services](http://www.guernseypost.com/business_services)

# Business Postal Rates

## Bailiwick, UK, Isle of Man, Jersey

Format	Weight (up-to)	Bailiwick	BY AIR 
			UK, IOM, Jersey
Letter & Postcard	100g	£0.73	£1.43
Large Letter	100g	£0.95	£1.93
	250g	£1.71	£2.98
	500g	£2.33	£4.48
	750g	£2.90	£4.73
Standard Parcel	250g	£2.06	£4.58
	500g	£2.69	£5.16
	1kg	£4.18	£7.28
	1.5kg	£6.49	£11.01
	2kg	£7.37	£13.11
	5kg	£10.66	X
	10kg	£13.85	X
20kg	£18.21	X	

Standard Postal rates include compensation up to £10, plus postage, subject to proof of cost.

For items over 2kg see Priority Business Service Options page 7 onwards or Large Parcel Rates by sea , page 6.

# Large Parcel Rates

## Bailiwick

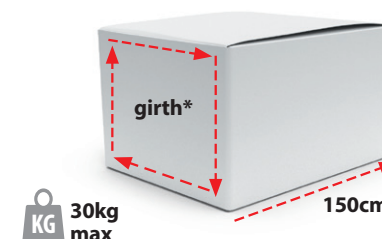
Format	Weight (up-to)	includes compensation up to £50, plus postage
Large Parcel	5kg	£10.00
	10kg	£13.50
	20kg	£16.80
	30kg	£20.00

## Increase your Large Parcel Compensation

	Additional level of compensation	
	£50	£250
<b>Bailiwick</b>	Included	+£8.50

- 30kg maximum weight limit.
- Compensation up to £50 for loss or damage is included. Compensation upgrade available up to £250.
- Ceramics, glassware and musical instruments are only compensated for loss not damage.

## Large Parcel



## All destinations

### Dimensions:

**No one dimension must exceed 150cm**

### For example:

- printers
- duvets
- golf clubs

Maximum Large Parcel sizes and weights can vary by destination for European and ROW destinations.

**!** Length + girth must be no more than 300cm. (length + (2 x width) + (2 x height))

\*The girth of a parcel is the four shortest sides added together

Visit  [www.guernseypost.com/postage-calculator](http://www.guernseypost.com/postage-calculator) (public postal rates only)

# Large Parcel Rates

## UK, Isle of Man, Jersey



Format	BY SEA	
	Weight (up-to)	includes compensation up to £50, plus postage
Large Parcel	5kg	£25.00
	10kg	£27.50
	20 - 30kg	£30.00

- 30kg maximum weight limit.
- Compensation up to £50 for loss or damage is included. Compensation upgrade available up to £250.
- Ceramics, glassware and musical instruments are only compensated for loss not damage.

## Increase your Large Parcel Compensation

	Additional level of compensation	
	£50	£250
UK, Isle of Man, Jersey	Included	+£11.55

Please make sure your items are packed securely before posting. Using strong packaging, plenty of internal protection, and sealing your parcel well helps prevent damage in transit and ensures your item can be processed safely through our network. For full guidance on how to prepare and present your mail, please see our Post Acceptance Guidelines on our website.

Not sure what format your item is?



Check all weights and formats on pages 2 & 3

[www.guernseypost.com/post-acceptance-guidelines](http://www.guernseypost.com/post-acceptance-guidelines)

# Priority Business Service Options

## Bailiwick, UK, Isle of Man, Jersey

### Signed For

For sending Letters, Large Letters & Standard Parcels (max 2kg for UK, Isle of Man, Jersey)

Proof of posting (a receipt) is issued at the time of posting and a signature is required on delivery at the destination address.

This service is not tracked but if you require a tracked service see 'Special Delivery' on pages 8 & 9.

#### Benefits:

- Proof of posting.
- Signature on delivery.\*
- Includes £20 compensation limit for items sent or the market value, whichever is the smaller sum, subject to proof of cost.
- Delivery confirmation can be obtained using the Track & Trace facility on our website or from Customer Service on 711720.

Customer Services 711720

[www.guernseypost.com/track-trace](http://www.guernseypost.com/track-trace)

Format	Weight (up-to)	BY AIR	
		Bailiwick	UK, IOM, Jersey
Letter	100g	£2.63	£3.33
Large Letter	100g	£2.85	£3.83
	250g	£3.61	£4.88
	500g	£4.23	£6.38
	750g	£4.80	£6.63
Standard Parcel	250g	£3.96	£6.48
	500g	£4.59	£7.06
	1kg	£6.08	£9.18
	1.5kg	£8.39	£12.91
	2kg	£9.27	£15.01
	5kg	£12.56	X
	10kg	£15.75	X
20kg	£20.11	X	

\* For Signed For items delivered within the Bailiwick, handheld devices are not always handed over to customers to capture electronic signatures. Our delivery staff will record the item as confirmation of delivery and where appropriate and operationally suitable, staff may sign on behalf of the customer and leave the item in a safe location at the property. Proof of delivery remains available for customers to view at [www.guernseypost.com/track-trace](http://www.guernseypost.com/track-trace).


# Priority Business Service Options

## Special Delivery Bailiwick

With Special Delivery you get all the following advantages:

- Next day delivery. Subject to prepayment of UK import VAT\*.
- Secure handling.
- Proof of posting.
- Proof of delivery and signature on delivery.\*\*
- Compensation for item loss or damage, subject to proof of cost, proof of posting and level of compensation purchased (consequential loss not included).
- Delivery confirmation using Track and Trace online or call.

 Customer Services 711720

 [www.guernseypost.com/track-trace](http://www.guernseypost.com/track-trace)

With our Special Delivery service you get guaranteed delivery by 1pm the following day for documents and goods sent to the Bailiwick of Guernsey and most UK destinations. See page 9 for UK, Isle of Man and Jersey prices.

Our Special Delivery guarantee to the UK is subject to the prepayment of Import VAT where applicable (see page 15 for more details) and you must also have a completed customs declaration form.

\* Terms and conditions apply.

\*\* For Special Delivery items delivered within the Bailiwick, the approach to delivery confirmation depends on the nature of the item. Where items contain documents, customers will be asked to sign for receipt. For other Special Delivery items, delivery staff will sign on behalf of the customer and where appropriate, leave the item in a safe location at the property. Proof of delivery remains available for customers to view at [www.guernseypost.com/track-trace](http://www.guernseypost.com/track-trace).

Format	Weight (up-to)	Level of compensation		
		£750	£1,000	£2,500
Letter	100g	£5.98	£12.28	£18.58
Large Letter	100g	£6.20	£12.50	£18.80
	250g	£6.96	£13.26	£19.56
	500g	£7.58	£13.88	£20.18
Standard Parcel	750g	£8.15	£14.45	£20.75
	250g	£7.31	£13.61	£19.91
	500g	£7.94	£14.24	£20.54
	1kg	£9.43	£15.73	£22.03
	1.5kg	£11.74	£18.04	£24.34
	2kg	£12.62	£18.92	£25.22
	5kg	£15.91	£22.21	£28.51
	10kg	£19.10	£25.40	£31.70
20kg	£23.46	£29.76	£36.06	

You can choose to upgrade to a Saturday delivery in Guernsey (see table page 9)

# Priority Business Service Options

## Special Delivery UK, Isle of Man, Jersey

Format	Weight (up-to)	BY AIR		
		£750	£1,000	£2,500
Letter	100g	£10.48	£18.88	£27.28
Large Letter	100g	£10.98	£19.38	£27.78
	250g	£12.03	£20.43	£28.83
	500g	£13.53	£21.93	£30.33
Standard Parcel	750g	£13.78	£22.18	£30.58
	250g	£13.63	£22.03	£30.43
	500g	£14.21	£22.61	£31.01
	1kg	£16.33	£24.73	£33.13
	1.5kg	£20.06	£28.46	£36.86
	2kg	£22.16	£30.56	£38.96
	5kg	£34.03	£42.43	£50.83
	10kg	£36.53	£44.93	£53.33
20kg	£39.03	£47.43	£55.83	

### Volume discount

For business customers holding a PPI account and posting more than 50 items in any one month, volume discounts will apply. Discount levels are based on the monthly volume of Special Delivery items posted.

Items per month	Discount
50 - 100	1%
101 - 200	2%
201 - 500	3%
501 - 1,000	4%
1,001 plus	5%

For information on UK Import VAT and prepayment of UK import VAT please refer to page 15.

### Choose to upgrade to a 9am or Saturday delivery<sup>^</sup>

	Additional cost per service upgrade	
	Bailiwick	UK
By 9am (max 2kg)	X	+£14.20
Saturday	+£2.85	+£2.85 <sup>^</sup>

Special Delivery to Jersey and IOM is a two day service, by 5.30pm.

<sup>^</sup> There is currently **no** Saturday Special Delivery service available to Isle of Man, Jersey, Herm, Alderney & Sark and some UK businesses. Other exclusions apply. See our website for more details.

### Latest posting times

Please refer to our website to view the latest branch acceptance times for next day delivery.  [www.guernseypost.com/locations-opening-hours](http://www.guernseypost.com/locations-opening-hours)

# Business Postal Rates

## Europe and Rest of World



BY AIR			
Format	Weight (up-to)	Europe	Rest of World
Postcard	20g	£1.52	£1.88
Letter	100g	£2.94	£4.84
Large Letter	100g	£3.06	£4.86
	250g	£5.78	£10.91
	500g	£9.43	£16.93
	750g	£13.61	£20.92
Small Parcel	250g	£6.81	£11.32
	500g	£10.55	£18.13
	1kg	£17.01	£25.33
	1.5kg	£24.83	£34.19
	2kg	£32.67	£43.06

Standard Postal rates include compensation up to £10, plus postage, subject to proof of cost.

When sending parcels to international destinations, anything over 2kg is classed as a large parcel. Large parcel rates can be found on the next page.

### Please note:

When posting any items containing goods to any international destination, you now need to complete an electronic customs declaration form. You can do this through your business portal login. Some countries also now require electronic customs declarations for documents. Please ask at the counter for details or contact your account manager if you need any assistance.

# Priority Large Parcel Rates

## Europe and Rest of World



		BY SEA	
Format	Weight (up-to)	Europe	ROW
Large Parcel	2kg	£66.15	£99.75
	5kg	£72.45	£127.05
	10kg	£86.10	£154.35
	15kg	£107.10	£195.30
	20kg	£118.65	£212.10
	30kg	£163.80	£289.80

- 30kg maximum weight limit for individual Large Parcels to most destinations. Check website for more details.
- Compensation up to £50 for loss or damage is included
- Compensation upgrade available up to £250.

Our Priority Service offers you the perfect balance between speed and price with delivery from six working days to major destinations worldwide, and tracking from UK to final destination.

### Increase your Priority Large Parcel Compensation

	Additional level of compensation	
	£50	£250
Europe, Rest of World	Included	+£13.65

Please note that ceramics and glassware are only compensated for loss not damage.

### Large Parcel



#### Dimensions:

No one dimension must exceed 150cm

#### For example:

- printers
- duvets
- golf clubs

Maximum Large Parcel sizes and weights can vary by destination for European and ROW destinations.

**!** The length + girth must be no more than 300cm. (Length + (2 x width) + (2 x height))

\*The girth of a parcel is the four shortest sides added together

## Priority Business Service Options Europe and Rest of World

Letters, Large Letters and Small Parcels under 2kg can be sent by two international services listed below and on page 13.

For larger items please refer to our Priority Large Parcel service on page 11, or visit our website.

### International Tracked & Signed To Europe and Rest of World

A fully electronic tracked service from posting to delivery overseas for documents or correspondence being sent as a Letter or Large Letter. It operates to 259 countries and although it is not time guaranteed you have the added benefit of a signature on delivery when the item reaches its destination.

✈️ BY AIR ✈️			
Format	Weight (up-to)	Europe	Rest of World
Letter	20g	£11.17	£11.53
	100g	£12.59	£14.49
Large Letter	100g	£12.71	£14.51
	250g	£15.43	£20.56
	500g	£19.08	£26.58
	750g	£23.26	£30.57

### List of countries

For the full list of countries where these services are available, please refer to the website or call Customer Services.

 [www.guernseypost.com/  
international-tracked-postal-services-  
business](http://www.guernseypost.com/international-tracked-postal-services-business)

 Customer Services 711720

## Priority Business Service Options Europe and Rest of World

### International Tracked

This is a fast, secure and reliable service with electronic tracking for sending goods, gifts and non-personal correspondence that operates to 259 countries.

✈️ BY AIR ✈️			
Format	Weight (up-to)	Europe	Rest of World
Large Letter	100g	£11.56	£13.36
	250g	£14.28	£19.41
	500g	£17.93	£25.43
	750g	£22.11	£29.42
Small Parcel*	250g	£15.31	£19.82
	500g	£19.05	£26.63
	1kg	£25.51	£33.83
	1.5kg	£33.33	£42.69
	2kg max	£41.17	£51.56

\*Please note Europe and Rest of World parcel sizes apply (see pg 3)

### Increase your International Tracked Compensation

Additional level of cover	
£50	£250
Included	+£8.50

 Ceramics and glassware are only compensated for loss not damage.

### Please note:

**When posting any items containing goods to any international destination**, you now need to complete an electronic customs declaration form. You can do this through your business portal login. Some countries also now require electronic customs declarations for documents. **Please ask at the counter for details or contact your account manager if you need any assistance.**

## Additional Business Services

### Redirection

With our easy-to-use Redirection service you can have your post sent on to any other address anywhere in the world.

As soon as you activate this service, your post will be redirected from your established address. This can be either to a PO Box or to another physical address within the Bailiwick, the UK or overseas.

A set-up fee is not payable on renewal of existing redirection instructions, providing a minimum of seven working days notice is given prior to expiry.

For full details of terms and conditions visit [www.guernseypost.com/terms\\_and\\_conditions](http://www.guernseypost.com/terms_and_conditions)

### Business Redirection Costs

Month	Within Bailiwick	To UK, IOM, Jersey	To Europe	To Rest of World
3	£125.00	£300.00	£475.00	£585.00
6	£200.00	£550.00	£850.00	£950.00
12	£350.00	£975.00	£1,600.00	£1,700.00

### Costs for renewing an existing Business Redirection service

Month	Within Bailiwick	To UK, IOM, Jersey	To Europe	To Rest of World
1	£45.00	£104.00	£158.00	£212.00
3	£95.00	£270.00	£445.00	£555.00
6	£170.00	£520.00	£820.00	£920.00

### PO Boxes

A PO Box is a secure and private destination for your post, only available to Guernsey Post account holders. They are available at Envoy House and Town Post Office in Guernsey, Le Huret in Alderney and The Avenue in Sark (subject to availability).

A set up charge and annual fees apply. **Contact Customer Services for more information.**

 **Customer Services 711720**

## Additional Business Information

### Timed Collection/Delivery

Guernsey Post are pleased to be working in partnership with Timed Postal Service Limited (T.P.S) who provide both Timed Delivery and Timed Collection services.

T.P.S Ltd are a well established courier company who have been servicing businesses and individuals with bespoke postal requirements across the island for many years.

For further information on Timed Delivery and Collection rates and timings please contact the T.P.S team on:

**Mobile: 07781 123732**  
**Email: [tpsltd@cwgsy.net](mailto:tpsltd@cwgsy.net)**

### Local Tracked

This service is designed to support local businesses and their customers, offering a Guernsey wide, tracked delivery service.

### Bulk Mail Services

We have a wide range of products and services available to customers who post large amounts of mail everyday. You can save money on UK & international postage costs by sorting mail yourself or ensuring addresses have the correct postcode.

*We have a dedicated Bulk Mail team available to discuss your needs, contact them on 726241 or email [commercial@guernseypost.com](mailto:commercial@guernseypost.com).*

### UK Import VAT

UK Import VAT is payable on post containing commercial or sold goods. It is also payable on all gifts with a value over £39\*.

### Prepayment of UK Import VAT

It is possible to prepay Import VAT at the time of posting at any of our branches for items with a value up to £900.00\*. This is the ideal way to avoid the recipient being charged Import VAT and Royal Mail's handling fee.


Customers prepaying Import VAT can take advantage of our next day guaranteed service using Special Delivery.

Business account customers can prepay VAT by applying to join the IVAS Scheme. For full details on how to apply please contact our Commercial Team on 726241 or email [commercial@guernseypost.com](mailto:commercial@guernseypost.com).

### Border Force (Customs)

Please be aware that all parcels with a value exceeding £900.00\* or items for temporary importation regardless of the value e.g. repairs or valuations, are subject to Border Force clearance procedures. Therefore the intended recipient should expect to receive a C88A form from Border Force. This form must be completed and returned to Border Force before the item is released for delivery.

For more information plus terms and conditions on all these services, contact our Commercial Team.

 **Commercial Team 726241**

 **[commercial@guernseypost.com](mailto:commercial@guernseypost.com)**

\*This figure is subject to change.



## Find out more

For more information about any of our services, tariffs or terms and conditions, visit [www.guernseypost.com](http://www.guernseypost.com) or call Customer Services on 711720.



Issued April 2026

Guernsey Post Ltd, Envoy House, La Vrangue, St Peter Port, GUERNSEY GY1 1AA  
Telephone: 726241 [www.guernseypost.com](http://www.guernseypost.com)

