

Business Services

Postage Rates & Service Details
From 6 July 2026



guernseypost.com



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Business Services

This leaflet details the products, services and reduced rates that are available to account holding business customers. Complete rate tables, details and terms & conditions for all of these products are available online at guernseypost.com

Visit  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, Postage Paid Impressions (PPI), 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.

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

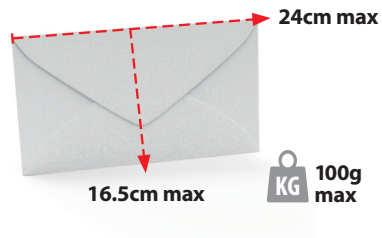
Once you have opened a credit account with us you will have access to our Business Portal. This enables you to submit all of your postal payments online, making it suitable for businesses of all sizes. It removes the need to wait in branch, you can just drop your post and go. The Business Portal enables 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.

Please note:

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

Format Sizes and Weights

Letter and Postcard



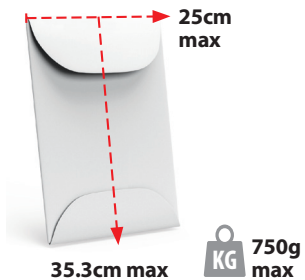
All destinations

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



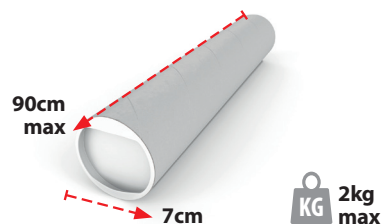
All destinations

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

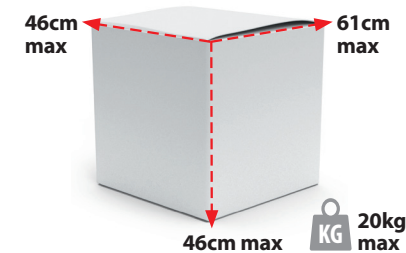
! For Bailiwick, UK, Isle of Man and Jersey destinations, tubes/rolls are classed as standard parcels. For international destinations, tubes/rolls are classed as small parcels.

Contact Customer Services 711720 for more information or visit www.guernseypost.com

Business Services by sea - July 2026

Format Sizes and Weights

Standard Parcel



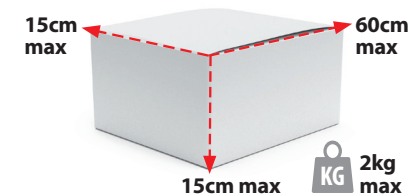
Bailiwick, UK, Isle of Man, Jersey

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

For example:

- most books
- parts & samples

Small Parcel

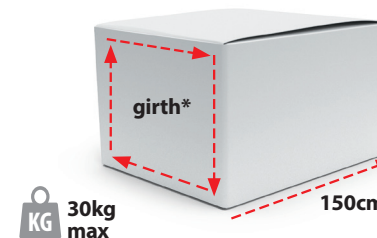


Europe and Rest of World

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

Business Services by sea - July 2026

Business Postal Rates

Bailiwick

Format	Weight (up-to)	Bailiwick	Signed For
Letter & Postcard	100g	£0.73	£2.63
Large Letter	100g	£0.95	£2.85
	250g	£1.71	£3.61
	500g	£2.33	£4.23
	750g	£2.90	£4.80
Standard Parcel	250g	£2.06	£3.96
	500g	£2.69	£4.59
	1kg	£4.18	£6.08
	1.5kg	£6.49	£8.39
	2kg	£7.37	£9.27
	5kg	£10.66	£12.56
	10kg	£13.85	£15.75
	20kg	£18.21	£20.11

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

Signed For Bailiwick

- Proof of posting.
- Signature on delivery.*
- Includes up to £20 compensation, subject to proof of cost.
- Delivery confirmation can be obtained using the Track & Trace tool on our website or call

 Customer Services 711720

For sending Letters, Large Letters & Standard Parcels

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 6.

* 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.

Large Parcel Rates

Bailiwick

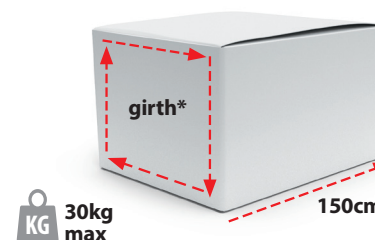
Format	Weight (up-to)	includes compensation up to £50, plus postage
Large Parcel	5kg	£10.00
	10kg	£13.50
	20kg	£16.80
	30kg	£20.00

Upgrade your Large Parcel Compensation for

	Additional level of compensation	
	£50	£250
Bailiwick	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

Priority Business Service Options

Special Delivery Bailiwick

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
	750g	£8.15	£14.45	£20.75
Standard Parcel	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

Benefits:

- Next day delivery.
- 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).
- Confirmation of delivery is available using Track and Trace online or call

 Customer Services 711720

You can choose to upgrade to a Saturday delivery in Guernsey for an additional £2.85.

With our Special Delivery service you get guaranteed delivery by 1pm the following day for documents and goods sent to the Bailiwick of Guernsey. See page 10 for UK, Isle of Man and Jersey prices.

**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.*

 <https://www.guernseypost.com/special-delivery-business>

Business Postal Rates

UK, Isle of Man, Jersey

Format	Weight (up-to)	UK, IOM, Jersey	Signed For
Letter & Postcard	100g	£1.43	£3.33
Large Letter	100g	£1.93	£3.83
	250g	£2.98	£4.88
	500g	£4.48	£6.38
	750g	£4.73	£6.63
Standard Parcel	250g	£4.58	£6.48
	500g	£5.16	£7.06
	1kg	£7.28	£9.18
	1.5kg	£11.01	£12.91
	2kg	£13.11	£15.01

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

Signed For UK, Isle of Man, Jersey

Benefits:

- Proof of posting.
- Signature on delivery.
- Includes up to £20 compensation, subject to proof of cost.
- Delivery confirmation can be obtained using the Track & Trace tool on our website or call

 Customer Services 711720

For sending Letters, Large Letters & Standard Parcels (max 2kg)

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 page 10.

Visit  www.guernseypost.com/postage-calculator (public postal rates only)

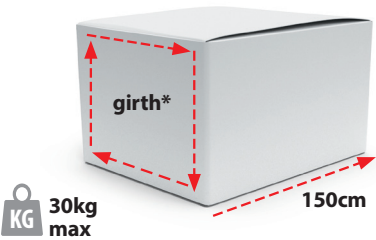
Large Parcel Rates

UK, Isle of Man, Jersey

Format	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.

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.

**! 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*

Upgrade your Large Parcel Compensation for

	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.

Tracked

UK, Isle of Man & Jersey

Format	Weight (up-to)	Includes compensation up to £75, plus postage
Letter	100g	£4.35
Large Letter	750g	£4.35
Standard Parcel	500g	£5.00
	1kg	£6.75
	1.5kg	£7.80
	2kg	£9.50

Tracked UK, Isle of Man & Jersey

Benefits:

- Available for Letters*, Large Letters* and Standard Parcels up to 2kg.
- Delivery to all parts of the UK (excluding Northern Ireland), Isle of Man and Jersey.
- Delivery expectation of 2 - 3 working days.
- Compensation up to £75.00 for loss or damage** (exclusions apply).
- Electronic tracking through to delivery point.

Please note goods sent via the Tracked service to the UK require pre-payment of import VAT. This must be paid at the time of posting and is calculated at 20% of the value of the goods you are sending. Some items are VAT exempt.

Please mark "documents only" clearly on the envelope.

For a reliable, cost-effective and fully tracked delivery service to the UK, Isle of Man and Jersey, Tracked provides a practical solution for sending items that require visibility but not a signature on delivery.

Tracked is suitable for sending Letters, Large Letters and Standard Parcels up to 2kg with a delivery expectation of 2 - 3 working days.

Available from all Guernsey Post branches, Tracked includes end-to-end tracking and delivery confirmation.

 www.guernseypost.com/tracked

 **Customer Services 711720**

* It is recommended that Letters and Large Letters are presented in hard-backed envelopes to ensure protection during processing through the network.

** Compensation of up to £75.00 per item is available for loss or damage. Compensation does not cover delay or consequential loss. Guernsey Post is not liable for consequential loss or for the market value of printed items such as tickets. Guernsey Post is not liable for delays caused by Force Majeure Events as defined in the General Terms and Conditions. Claims must be submitted within 3 months of the posting date. Proof of posting is required to support any claim. This service does not cover items sent to Northern Ireland.

For priority options to international destinations, please see page 13 & 14.

Priority Business Service Options

Special Delivery (by sea)

UK, Isle of Man, Jersey

Format	Weight (up-to)	Level of compensation		
		£750	£1,000	£2,500
Letter	100g	£9.43	£17.83	£26.23
Large Letter	100g	£9.93	£18.33	£26.73
	250g	£10.98	£19.38	£27.78
	500g	£12.48	£20.88	£29.28
	750g	£12.73	£21.13	£29.53
Standard Parcel	250g	£12.58	£20.98	£29.38
	500g	£13.16	£21.56	£29.96
	1kg	£15.28	£23.68	£32.08
	1.5kg	£19.01	£27.41	£35.81
	2kg	£21.11	£29.51	£37.91
	5kg	£32.98	£41.38	£49.78
	10kg	£35.48	£43.88	£52.28
	20kg	£37.98	£46.38	£54.78

Benefits:

- Guaranteed 2 day delivery
Subject to pre-payment of UK import VAT*.
- Secure handling and Priority Processing
- Electronic proof of delivery and signature on delivery.
- Compensation options up to £2,500 for item loss or damage, subject to terms and conditions
- Confirmation of delivery is available using Track and Trace online or call



Customer Services 711720

Our Special Delivery service provides a 2 day delivery by 1pm guaranteed. It is suitable for documents and goods sent to most UK destinations, the Isle of Man and Jersey.

* Our Special Delivery guarantee to the UK is subject to the prepayment of Import VAT where applicable (terms and conditions apply, see page 16 for more info). You must also complete a customs declaration form.

Volume discount

For business customers holding a PPI account and posting more than 50 items each month, volume discounts will apply.

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 16.



<https://www.guernseypost.com/special-delivery-business>

Business Postal Rates

Europe and Rest of World

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

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.

Upgrade your Priority Large Parcel Compensation for

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

Please note that ceramics, glassware and musical instruments 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 14.

For larger items please refer to our Priority Large Parcel service on page 12, 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.

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**

Please note:

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

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.

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

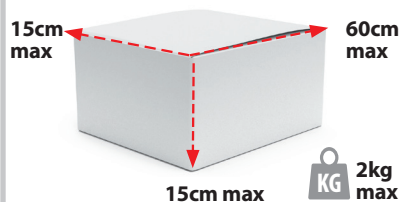
*Please note Europe and Rest of World parcel sizes apply (see pg 3)

Upgrade your International Tracked Compensation for

	Additional level of compensation	
	£50	£250
Europe, Rest of World	Included	+£8.50

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

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.

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

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

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.

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.

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

*This figure is subject to change.

Business Services by sea - July 2026

Find out more

For more information about any of our services, tariffs or terms and conditions, visit www.guernseypost.com or call Customer Services on 711720.



Issued July 2026

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Telephone: 726241 www.guernseypost.com

