

Postal Collection Service

How does it work?

Our Postal Collection service provides a virtual address and daily postal collection and notification to you by email or text. NB. You are required to collect your post as least once per month. **Cost:** £120 per 12 months. **Terms:** Payable annually in advance. **Additional Fees:** Apply to all post received over and above the included quota within that week at a rate of £5.00 per 0-10 items, payable on demand at completion of *service period. **Minimum Contract Commitment:** 12 months. **Cancellation:** 3 months clear notice prior to next renewal due date is required in order to cancel this arrangement.

What will you get for your money?

The Base Fee covers 0-20 letters/small items per month, and up to 2 parcels, and up to 1 daily notification by email or text of deliveries received to be sent. Where this included quota is exceeded there is a fee per additional 0-10 items received per week. 3 months clear notice prior to next renewal date is required in order to cancel this arrangement. This is because where a client does not renew we will undoubtedly continue to receive post on their behalf for some time to come, and this allows us to return to sender over a period.

Optional Add-On Service - Postal Sorting

We are happy to open, date stamp and sort (into a tabbed file or archive box) your post for you. **Cost:** £5.00 per week per 0-10 items. **Terms:** Payable on demand at completion of *service period.

NB. These Postal Collection Rates are subject to a 5% discount on both services if you also select our Hot Desking service or a Call Minding Package, and 10% discount on all three services if you select all three.

**Service period denotes month end in all ongoing account situations unless the period is defined specifically such as in a Holiday Phone Plan.*