

Postage Account

v01/2021

Premium Services Record Sheet

Use this sheet to record your Premium mailing Tracked and Signed-for items.

Print two copies; retain one for your record of the tracking and present the other copy with your mail items, and your completed docket from your green book, at the Post Office.

Client Information

Company Name:

Name:

Company Address:

Telephone Number:

Jersey Post Account ID:

Jersey Post Licence Number:

Date Posted:

Number of Bags:

Please tick one of the below:

Collected by Jersey Post

Dropped off at Post Office

Post Office:

Details of Premium Mailing Items

Tracking/Reference Number	Destination	Compensation Taken
	Name:	Yes
	First Line of Address:	No
	Postcode: Country:	Level in £:
	Name:	Yes
	First Line of Address:	No
	Postcode: Country:	Level in £:
	Name:	Yes
	First Line of Address:	No
	Postcode: Country:	Level in £:
	Name:	Yes
	First Line of Address:	No
	Postcode: Country:	Level in £:

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	Name:	Yes
	First Line of Address:	No
	Postcode: Country:	Level in £:
	Name:	Yes
	First Line of Address:	No
	Postcode: Country:	Level in £:
	Name:	Yes
	First Line of Address:	No
	Postcode: Country:	Level in £:
	Name:	Yes
	First Line of Address:	No
	Postcode: Country:	Level in £:
	Name:	Yes
	First Line of Address:	No
	Postcode: Country:	Level in £:
	Name:	Yes
	First Line of Address:	No
	Postcode: Country:	Level in £:
	Name:	Yes
	First Line of Address:	No
	Postcode: Country:	Level in £:

JERSEY POST USE ONLY - Please print in BLOCK CAPITALS

Mail items accepted:	Collection Staff Name
Mail items checked at HQ:	Mailroom Staff Name
Received by Finance:	Finance Staff Name

Further copies of this form can be downloaded from jerseypost.com/business