

Request Form Business Delivery Service

v012022

Please complete the below form and email it to business@jerseypost.com or hand it in at one of our Post Offices.

1. Choose your address options

Please select **ONE** of the below options

Geographic address:

Standard address
(Free of charge)

Non-geographic address: (Initial setup fee £130)

PO Box Number
(£140.00 per annum)

Premium Postcode
(£140.00 per annum)

Preferred PO Box Number / Premium Post Code
(if applicable)

2. Choose how to receive your mail

Please select **ONE** of the below options.

Please note, our Collection service is not permitted for Standard addresses.

Standard delivery:

Standard delivery
(Free of charge)

Collection:

Broad Street
(£130 per annum)

Rue des Pres
(£130 per annum)

Timed delivery:

Pre 09:30
(£227 per month)

2a. Tell us how to collect your outgoing mail (optional):

Scheduled collection
(£227 per month)

Combined delivery & collection*
(£420 per month)

*Combined delivery & collection includes the pre 09:30 timed delivery solution.

3. Declare your named entities

Please select **ONE** of the below options. Please note, entities must be declared only for our chargeable services.

Number of entities:

1-4 named entities
(Free of charge)

5+ named entities
(£8 per entity per annum)

Specific number of entities (if above 4)

*Prices displayed as per month / per annum relate to billing frequency.

Contact name:

Contact telephone:

Contact email:

Registered postal address:

t: 616617
e: business@jerseypost.com
www.jerseypost.com

**Jersey
Post** 