

# Application Form

# Timed Collection & Delivery

October 2025

## PLEASE COMPLETE USING BLOCK CAPITALS.

Please return the completed form and any accompanying documents to Jersey Post by email to [business@jerseypost.com](mailto:business@jerseypost.com)

For more information about these services and their rates, visit [www.jerseypost.com/timedcollection](http://www.jerseypost.com/timedcollection) or [www.jerseypost.com/timeddelivery](http://www.jerseypost.com/timeddelivery)

## 1. Client Information

Company Name:

Business Address:

Billing Address (If Different):

Contact Name:

Contact Email:

Contact Telephone:

## 2. The Service

Timed Collection offers businesses a scheduled daily pickup of outgoing mail whilst Timed Delivery ensures your business receives mail at a consistent, pre-arranged time each day. This reliable schedule helps streamline internal operations and improve responsiveness.

Combine both the services for a complete, hassle-free mail management solution.

## 3. Choose Business Service

Please select ONE of the below options.

1. Timed Collection

2. Timed Delivery

3. Combined Collection & Delivery

|                                 |   |
|---------------------------------|---|
| <b>JERSEY POST<br/>USE ONLY</b> | <b>Scheduled Time of Delivery:</b> _____    |
|                                 | <b>Scheduled Time for Collection:</b> _____ |

## 4. Commencement & Duration

The Service shall commence on  dd /  mm /  yy and is a monthly service and shall remain in force until terminated by either party in accordance with the termination provisions set out in the terms of business.

For further information, please contact the Business Team  
email [business@jerseypost.com](mailto:business@jerseypost.com)

[www.jerseypost.com](http://www.jerseypost.com)

## 5. Declaration & Consent

The Client acknowledges receipt of a copy of this Statement of Service and associated terms and conditions, and confirms its agreement with the content therein. Furthermore, the Client hereby gives its consent for Jersey Post to collect, process and store personal information relating to the Client as required by Jersey Post for the administration and provision of the Services. Jersey Post is registered in accordance with applicable data protection legislation in Jersey.

### For and on behalf of the client:

Signature:

Position:

Print Name:

Date: dd / mm / yy

# Timed Collection/Delivery Terms & Conditions

## 1. Definition and interpretation

- a. **“Service”** means Jersey Post’s business delivery services, being a supplementary postal service, offering addressing, delivery and collection services to business customers.
- b. **“Client”** means the customer/business in receipt of the Service.
- c. **“Charges”** means the current Business Delivery Services pricing, which is subject to change.
- d. This Statement of Service is subject to Jersey Post’s Terms of Business, a copy of which is available at [www.jerseypost.com](http://www.jerseypost.com) or on request. Unless otherwise set out in this Statement of service, defined terms shall have the same meaning as terms defined in Jersey Post’s Terms of Business. In the event of any inconsistency between this Statement of Service and the Terms of Business, this Statement of Service shall prevail.

## 2. The Client’s obligations

In order for Jersey Post to provide the service, the Client shall:

- a. Ensure that all mailing items are addressed correctly according to Jersey Post’s addressing standards, and that the full postcode or zip code is included;
- d. Ensure that a member of staff is present during the scheduled delivery time; and
- e. Ensure that premises are open, accessible and a staff member is available to receive mail within their pre-agreed time of receiving mail.

## 3. Jersey Post’s obligations

For the Service Jersey Post shall:

- a. Have the right to cancel or delay the Service or adapt the terms of the Service if the Client fails to comply with any of the Terms & Conditions;
- b. Provide the Client with access to all necessary documentation for the relevant service;
- c. Ensure Client’s mailing item(s) are collected, or delivered in line with the agreed time frames.

## 4. Charges

This service is charged on a monthly basis at the beginning of each month. Should you suspend your service after you have been charged, the service will still be available until the end of the month, and you will not be eligible for a refund.

The charges will be determined by Jersey Post annually and are subject to review at the discretion of Jersey Post.

Additional charges may apply relating to additional services or facilities.

## 5. Refunds

No refund will be made in respect of the Service:

- a. Surrendered by the Client at any time; or
- b. Suspended or terminated by Jersey Post following a breach of these Terms & Conditions by the Client.

For further information, please contact the Business Team  
email [business@jerseypost.com](mailto:business@jerseypost.com)

[www.jerseypost.com](http://www.jerseypost.com)