

## Mail & Parcel Forwarding Fees with all our services are:

- Forwarded mail or parcels sent by Post are charged at the Royal Mail rate x 2 (*+ any envelopes or wrapping materials used*).  
A minimum charge applies, which is the Royal Mail 100g Large Letter Price x 2
- If we arrange a courier to deliver your mail or parcels, we charge £25.00 (*+ any envelopes or wrapping materials used*) on top of the courier fee.
- If postage or courier costs are pre-paid by the client (*you book your own courier*) we charge a handling fee of £12.50 per item (*+ any envelopes or wrapping materials used*).
- If parcels are collected from our office in person, a handling fee of £2.50 per item collected is charged.
- For any mail that is forwarded on by Royal Mail, the minimum postage charge we make is 2 x the current price charged by Royal Mail for a Large Letter, up to 100g. plus the Royal Mail collection fee
- If we Scan & Email your mail, we charge 15p per side of paper with content scanned.
- **Mail Disposal Fee:** We charge disposal fees for mail that is not forwarded or returned to sender. These are: Standard sized letters 20p per item; Large Letters & small packets 50p per item; Parcels from £1 per item £10 per item dependent on size and contents.
- No items of Business Mail or Personal Mail or Parcels are forwarded free of charge (*except mail from HMRC & Companies House sent to a company; this mail is scanned & emailed free of charge. If this mail is posted, then the fees above are charged*)

When forwarding your mail, we will be happy to use mail scan and email, standard mail services, signed-for and Special Delivery, and courier services—request the service you need.

We do not give credit for forwarding mail. The forwarding costs need to be paid before the item is sent.

All our prices are plus VAT.

*Please Note: This service cannot be used as a Company Registered Office Service or a Directors Service Address facility.*