



# Order your 2021 products directly from us

Title (Mr, Mrs, Miss, Ms, Other) \_\_\_\_\_  
 First Name \_\_\_\_\_  
 Surname \_\_\_\_\_  
 Address \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_ Postcode \_\_\_\_\_  
 Telephone no \_\_\_\_\_  
 Email address \_\_\_\_\_

## Contact details

**Royal Mail Direct**  
**PO Box 1373**  
**SUNDERLAND SR5 9PG**

Call **03457 640 640** Fax **0191 512 3463**  
 Visit **shop.royalmail.com**

VAT registration number 243 1700 02

This order form is intended for business customers only.

To make it easier for you, we've pre-populated the descriptions below with our most frequently purchased products.

When filling in your order, please ensure you write clearly in **black ink** and within the outline of the boxes. e.g.

Customer Account No.	Mailing Code	Order Date					
<input type="text"/>	21BUS/1	D	D	M	M	Y	Y
		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Description	Code	Unit Price	Quantity			Total Price	
100 x 1st Class Self Adhesive Stamps	SDN1	£85.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
100 x 2nd Class Self Adhesive Stamps	SDN2	£66.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
50 x 1st Class Large Letter Stamps	SLDN1	£64.50	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
50 x 2nd Class Large Letter Stamps	SLDN2	£48.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
25 x 50p Stamps	D050	£12.50	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
25 x £1.00 Stamps	D100	£25.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
25 x £1.70 Stamps	D170	£42.50	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
25 x £2.55 Stamps	D255	£63.75	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
25 x £3.25 Stamps	D325	£81.25	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
100 x 1st Class DL Envelopes	V1	£94.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
100 x 2nd Class DL Envelopes	V2	£75.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
100 x 1st Class DL Window Envelopes	V3	£94.50	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
100 x 2nd Class DL Window Envelopes	V4	£75.50	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

Order Total

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
£	£	£	£	p	p

Signature

Date

By signing this form, the person signing agrees to the Royal Mail Direct Terms and Conditions on behalf of the business named above (Terms and conditions are available at royalmail.com/direct)

### Please tick your chosen payment method and complete the details below.

I enclose a cheque made payable to 'Royal Mail'. Please debit my  Credit Card  Debit Card

My card number is

My start date is  My expiry date is  My Issue number is

Please charge to my existing Variable Direct Debit.

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**Please return this form to the address above**



## Are your name and address details correct?

If your details are correct please tick here

If your details are different from those printed on the letter then please enter your new details and the reasons for changing below.

### PLEASE USE BLOCK CAPITALS

Title (Mr, Mrs, Miss, Ms, Other) \_\_\_\_\_ First Name \_\_\_\_\_

Surname \_\_\_\_\_ Job Title \_\_\_\_\_

Company Name \_\_\_\_\_ Address \_\_\_\_\_

Postcode \_\_\_\_\_

Telephone no. \_\_\_\_\_ Customer account number \_\_\_\_\_

(switchboard, inc. STD code)

Email address \_\_\_\_\_

### Reason for change to the above details

- |   |  |
|---|--|
| <input type="checkbox"/> I have moved to a different work location                  | <input type="checkbox"/> I have taken over from the named contact          |
| <input type="checkbox"/> Named contact has left the organisation                    | <input type="checkbox"/> Named contact no longer requires this information |
| <input type="checkbox"/> My organisation is no longer based at the previous address | <input type="checkbox"/> My organisation has ceased trading                |
| <input type="checkbox"/> My organisation has changed its name                       |  |

### Keeping you informed

Royal Mail Group would like to keep in touch with you about our products, services and offers that might interest you, unless you have indicated an objection to receiving such information by ticking the relevant box(es) below:

Post opt-out  Telephone opt-out  Email opt-out  Text opt-out

Royal Mail takes your privacy very seriously. For more details, please read our Privacy Policy (a copy of which is available at: [royalmail.com/privacy-policy](http://royalmail.com/privacy-policy)).

**Please return this form to:  
Royal Mail Direct, PO Box 1373, SUNDERLAND SR5 9PG**