



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 Retail
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"/>	<input type="text" value="21/BUS/8"/>	D	D	M	M	Y	Y
		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Stamp Description	Books per Pack	Price at RSP	Number of Packs			Price to Retailer	Total Price
12 x 1st Class (self adhesive)	50	£510.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	£482.00	<input type="text"/>
12 x 2nd Class (self adhesive)	50	£396.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	£386.14	<input type="text"/>
6 x 1st Class (self adhesive)	50	£255.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	£241.00	<input type="text"/>
4 x Large Letter 1st Class (self adhesive)	25	£129.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	£121.97	<input type="text"/>
4 x Large Letter 2nd Class (self adhesive)	25	£96.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	£93.55	<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
 £ £ £ £ · p p

For greater convenience, you can now place your orders 24/7 for any retail stamp product by using the Royal Mail online shop. Please contact **retail@royalmail.com** for more details.

Signature Date

By signing this form, the person signing agrees to the Royal Mail Retail 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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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).

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