

# Royal Mail Business Collections and Floor Fees Agreement

If you have an agreement with us for one or more of our postal services you may ask us to provide you with a collection service.

Please use this application form (form) to apply for the business collections service (a single point collection service), and the additional floor collection and/or delivery services known as floor fees. These are together referred to as the services.

Your agreement with us for the services will comprise of this form and the Business Collections and Floor Fees terms and conditions on [www.royalmail.com/collections](http://www.royalmail.com/collections). The agreement will continue until it ends in line with clause 8.1 of the terms.

Please send a fully and accurately completed form with your payment or direct debit mandate to: Royal Mail Collections Team, PO Box 740, S73 0ZJ.

## Your business details

Please provide all the information requested by completing each section below. Where we ask for details of the address, you must include the full postcode.

Customer name (name of business requiring collection service/Delivery Floor Fee customer)	
Business telephone number	
Collection address Is this your first point of access? Yes / No (Delete as applicable) If No, please ensure you complete the Floor fees section when completing your collection requirements.	
Delivery address (for Delivery Floor Fee customers only)	
Your name	
Your job title	
Your email address	

Contact details

Who will be our collection/delivery contact (if different from above?)	
Telephone number	
Mobile phone number	
Fax number	
Email address	

**Your requirements**

Please tick the service type and days you would like your mail collected, and if you request a timed collection, please state your preferred collection time in the relevant box.

If you need our staff to collect or deliver mail from or to different floor levels, please tell us the number of additional floor levels in the table below, and detail those additional collection and/or delivery points on the following page.

	Mon	Tues	Wed	Thurs	Fri	Sat
Regular Collection £825 plus VAT per year						
Timed Weekday Collection £1940 plus VAT per year						
Saturday Collection £260 plus VAT per year						
Timed Saturday Collection £520 plus VAT per year						
Floor Fees*						
*Collection Floor Fee £210 plus VAT p.a. per floor (please state which floor)						
*Delivery Floor Fee £210 plus VAT p.a. per floor (please state which floor)						

We will tell you what your set collection time is in writing. We will try to meet your request but it may be 15 minutes either side of what you asked for.

You must make the mail you would like us to collect available at least ten minutes before and ten minutes after the set collection time.

\*Floor fees: We charge £210 plus VAT a year for each floor our staff need to climb away from your first point of access (as described in the terms).

Additional information

On what date would you like us to make the first collection? (Please note that this is subject to availability)	
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How do we access your business premises?	
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If there are any access limitations for our staff or vehicles (e.g. height restrictions), please describe them.	
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Are there any special instructions we need to be aware of? For example, do you need us to collect from a particular numbered room?	
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At what time does your business normally close?	
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What will be the average number of items per collection? This does not apply to collections from Private Posting Boxes.

	1c Letter	1c Large Letters	1c Parcels	2c Letter	2c Large Letters	2c Parcels
Average number of PPI (account) items daily						
Average number of Franked items daily						

How much does your business spend on Royal Mail products and services at this site each year?	
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## Payment details

I enclose a completed Direct Debit mandate (please note, we can only accept originals) or cheque made payable to Royal Mail for;

If you are going to pay by direct debit and you already have an account with us, what is your account number (list all those relevant) and/or die number from your franking machine(s)?

£

Name and address for invoices (if different from collection address)

Contact name for invoice queries (if different from above)

Contact phone number for invoice queries (if different from above)

Service	Cost (ex VAT)
Collections	
Weekday Collection	
Timed Weekday Collection	
Saturday Collection	
Timed Saturday Collection	
Floor Fees	
Collection Floor Fees	
Delivery Floor Fees	
<b>Total*</b>	
*VAT will be added to our invoices where appropriate	

## Agreement to terms

We have read, accept and agree to keep to the terms of this form and the Business Collections and Floor Fees terms and conditions on [www.royalmail.com/collections](http://www.royalmail.com/collections)

Name

For and on behalf of

Date

Signed

The information you provide will be held under the Data Protection Act 1998 and will be used by Royal Mail Group Ltd, including Parcelforce Worldwide and Post Office Ltd. We may want to contact you from time to time with details of other products or services. If you do not want this, tick here.  
[ ]

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