

1st Class or 2nd Class Stamp book stock return form – Christmas 2022

Send your returned books by Special Delivery Guaranteed™ along with your completed form to:
Return Stock Department, Royal Mail, Tallents House, 21 South Gyle Crescent, EDINBURGH, Scotland EH12 9PB.

What you need to do

- RMR Account number**
 - Your Royal Mail Retail Account number.
- Returns code**
 - Contact the following teams to request a returns code.
 - For orders placed via Direct Debit, credit/debit card or BAC's, please email business.enquiries@royalmail.com.
 - For orders placed via credit terms of 30 days, please email retail@royalmail.com.
- Your Name**
 - The name of the person completing the form
 - The company Name & Address listed against your Royal Mail Retail Account. We need your telephone number in case we need to contact you.
- Unsold stock being returned**
 - We will only accept 1st Class or 2nd Class 2022 Christmas stock returns.
 - We only accept complete un-opened packs of 50 stamp books or single stamp books. We cannot accept loose stamps or incomplete books.
 - All returns of Christmas stock must be sent by Special Delivery Guaranteed™ and received by 28th February 2023.
 - Please do not send order forms in the same package that you use to return Christmas stock as this will delay your order.
 - Please keep a copy of your completed form for your reference.
- Refund**
 - There is an administration fee of £15.00 for each return of Christmas stock. This will be deducted from your refund.
 - If your refund details are different to the ones provided in section 4, complete section 5 indicating whom your refund should be made payable to.
 - Refunds take up to 21 days to process
- Signature**
 - We need this to process your refund.

If you have any questions or need assistance in completing this form please ring **03457 640 640** between 8.30am and 5pm, Monday–Friday

Please use **CAPITALS** and a blue or black pen for all your answers

Questions marked with * are mandatory.

1. * RMR Account Number

2. * Return Code

3. * Your Name

4. * Company Name

. * Address

* Postcode * Telephone number

5. *Please enter the quantity of stock you are returning in the appropriate boxes.

Product	Complete packs of 50	Single Books	Total Books
First Class Christmas Stamp Books	<input type="text"/>	<input type="text"/>	<input type="text"/>
Second Class Christmas Stamp Books	<input type="text"/>	<input type="text"/>	<input type="text"/>

6. If your refund details are different to the ones provided in section 4, please indicate whom the refund should be made payable to.

7. *Signature * Date

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