

# GET YOUR PARCELS COLLECTED

If you regularly sell items online, Parcel Collect could be a great way for you to save time and get your items on their way more quickly. And collection is free until 30 June\* when you buy your postage online.

Using Parcel Collect is so simple. All you need to do is:

- 1 Go online to your Orders page and click on the item or items you would like us to collect from those listed in your basket
- 2 Select 'Book collection' from the drop-down box on the bottom right of the page
- 3 Click on the 'Go' button to go to the next page

Orders

Create order
Batches

Order number	Channel	Channel reference	Date	Despatch date	Batch number	Product details	Customer	Email	Postcode	Country	Total	Weight	Carrier	Shipping service	Service code	Payment	Status
1007			14/09/2022 11:12		B1006	socks	John Smith			USA - Mainland	£270.01	100g	Royal Mail OLP	International Standard	ISOLP	Refunded	Postage applied
1006			12/08/2022 09:35		B1006		John Smith		AB12 3CD	United Kingdom	£25.00	500g	Royal Mail OLP	Royal Mail 1st Class	OLP1	Refunded	Postage applied
1005			01/06/2022 14:42		B1004		John Smith		AB12 3CD	United Kingdom	£0.00	10g	Royal Mail OLP	Royal Mail 2nd Class	OLP2	Paid	Label generated
1004			01/06/2022 14:39				John Smith		AB12 3CD	United Kingdom	£0.00					Pending	New
1003		Z	01/06/2022 14:34		B1003		Jane Smith		AB12 3CD	United Kingdom	£0.00	12g	Royal Mail OLP	Royal Mail 1st Class	OLP1	Pending	Postage applied
1002			06/04/2022 15:06		B1002		Jane Smith		AB12 3CD	United Kingdom	£25.00	23g	Royal Mail OLP	Royal Mail 1st Class	OLP1	Pending	Postage applied

1 order selected  
Select an action

Clear selection 
Book collection 
Go

2

3

# GET YOUR PARCELS COLLECTED

Book collection ✕

**i** Need urgent next day delivery using Special Delivery Guaranteed? We add a working day to our aims and guarantees with Parcel Collect. Find out more at [royalmail.com/collection](https://royalmail.com/collection)

### Items to be collected

Format	Service	Quantity	Cost
Large letter	Royal Mail 2nd Class	1	<b>Free</b>
Total cost for this collection			<b>Free</b>

### Collection date

<input checked="" type="checkbox"/>	<b>Friday</b> 16th December	🕒 09:36 - 11:36 <sup>†</sup>
<input type="checkbox"/>	<b>Saturday</b> 17th December	🕒 09:36 - 11:36 <sup>†</sup>
<input type="checkbox"/>	<b>Monday</b> 19th December	🕒 09:33 - 11:33 <sup>†</sup>
<input type="checkbox"/>	<b>Tuesday</b> 20th December	🕒 09:47 - 11:47 <sup>†</sup>
<input type="checkbox"/>	<b>Wednesday</b> 21st December	🕒 09:42 - 11:42 <sup>†</sup>

<sup>†</sup>Estimated time

### Collection Address

12 Third Street  
Namesford  
West Countyshire  
AB12 3CD

**Would you like us to print your label at no extra cost?**

Yes
No

✕ Cancel

Your collection is reserved for **14m 55s**

Book collection

- 4** Complete the address from where you would like us to collect your parcel(s) – this could be home or your workplace
- 5** Choose if you would like us to print out your label – there is no extra charge for this. If you prefer, and it is easier for you, you can print your own labels
- 6** Pick a collection date and time to suit you from the list on the right of the screen
- 7** Click ‘Book collection’ to confirm.

**That’s it! Your collection is booked, and we will come and fetch your parcel on the date and time stated.**

\*Parcel Collect charged at £0.00 when you book online between 00:01 on 16.08.2022 and 23:59 on 30.06.2023. Promotion does not apply to customers with an Online Business Account.