OUR SERVICES

Your guide to our UK and International parcel and letter services

Valid from 3 April 2023
Welcome to our services

Whether your item is urgent, requires proof of delivery on arrival or you simply want a standard service, we have a wide range of UK and International parcel and letter delivery services, so you can choose the most appropriate option for your needs.

For information relating to the cost of sending parcels and letters in the UK or internationally, please refer to the Royal Mail ‘Our prices’ or the Parcelforce Worldwide ‘UK and international services and prices’ leaflet, available in Post Office branches, or visit royalmail.com or parcelforce.com
## Contents

### Posting your mail

**Sending a parcel or letter in the UK**
- Guaranteed: 8
- Signed: 10
- Standard: 11

**Sending an International parcel or letter**
- Guaranteed: 14
- Confirmed: 16
- Standard: 18

**Using our services**
- UK parcel sizes and weights: 21
- UK letter sizes and weights: 21
- When we can’t deliver: 22
- Local Collect: 23
- Return services: 23
- Receiving services: 24
- Special Stamps and Souvenirs: 25
- Addressing your item: 26
- Prohibitions and Restrictions: 27
- International sanctions: 28
- Working out your international postage prices: 30
- Customs declaration form: 32
- Service standards: 34

**If something goes wrong**
- Making a claim: 36
- Contact us: 37
Posting your mail

Where to post your mail
Mail can be posted into one of our many postboxes throughout the UK or at a Post Office branch.
Mail is collected daily from Monday to Saturday.
The following items should be taken to a Post Office branch for posting:

- Royal Mail Special Delivery Guaranteed by 9am®
- Royal Mail Special Delivery Guaranteed by 1pm®
- Royal Mail Signed For® 1st Class
- Royal Mail Signed For® 2nd Class
- Royal Mail Tracked
- International Tracked & Signed
- International Tracked
- International Signed

Obtain a Certificate of Posting
If you’re posting an item at a Post Office branch using any of the products above, including 1st and 2nd Class Parcels, you will automatically receive a Certificate of Posting.
If you’re posting an item using any of the following products, you will need to request a Certificate of Posting at the Post Office branch:

- 1st Class Letters and Large Letters
- 2nd Class Letters and Large Letters
- International Standard
- International Economy

To make any claim for compensation, you will need to provide a Certificate of Posting.

Selling online
Are you selling goods online? We can help streamline your shipping process and help you find the best delivery and return options for your business.
Whether you’ve just started selling items or you’re a marketplace seller, we can help your business grow.
We have a range of delivery and returns services to choose from, offering a choice of delivery speeds, plus options like tracking and signature on delivery.
Find out about the range of delivery services we can offer you at royalmail.com/growyourbusiness

Royal Mail at your fingertips
With the Royal Mail App you can track your item on the go, purchase postage, book a redelivery and book a parcel collection.
Or, use the Virtual Parcel Sizer to help you find the right format size and price for your item.
You can also use the app to find your nearest parcel postbox, pillar box, Post Office Branch, Royal Mail Customer Service Point.
Download the Royal Mail App through the App Store® or Google Play.
OUR PARCEL AND LETTER SERVICES
Sending a parcel or letter in the UK is easy

Signed
With signature on delivery

Guaranteed
Timed next day delivery

Standard
<table>
<thead>
<tr>
<th>Service Type</th>
<th>What’s included</th>
</tr>
</thead>
<tbody>
<tr>
<td>Royal Mail Special Delivery Guaranteed by 9am®</td>
<td>• Full tracking</td>
</tr>
<tr>
<td>Royal Mail Special Delivery Guaranteed by 1pm®</td>
<td>• Choice of 9am, 10am, 12 noon, 1pm or within 24 hour delivery times</td>
</tr>
<tr>
<td>Parcelforce Worldwide express 9#</td>
<td>• Proof of delivery with signature</td>
</tr>
<tr>
<td>Parcelforce Worldwide express 10#</td>
<td>• Includes compensation</td>
</tr>
<tr>
<td>Parcelforce Worldwide express AM#</td>
<td>▲ Deliveries are usually made between 7.30am-6pm, Monday-Friday unless a Saturday or Sunday delivery has been requested.</td>
</tr>
<tr>
<td>Parcelforce Worldwide express 24#^Δ</td>
<td></td>
</tr>
<tr>
<td>Royal Mail Signed For® 1st Class</td>
<td>• Proof of delivery with signature</td>
</tr>
<tr>
<td>Royal Mail Signed For® 2nd Class</td>
<td>• Choice of next working day or 2-3 working day delivery</td>
</tr>
<tr>
<td>Parcelforce Worldwide express 48</td>
<td>• Includes compensation</td>
</tr>
<tr>
<td>Parcelforce Worldwide express 48 large*</td>
<td></td>
</tr>
<tr>
<td>Royal Mail 1st Class</td>
<td></td>
</tr>
<tr>
<td>Royal Mail 2nd Class</td>
<td></td>
</tr>
<tr>
<td>Parcelforce Worldwide express 48</td>
<td></td>
</tr>
<tr>
<td>Parcelforce Worldwide express 48 large*</td>
<td></td>
</tr>
</tbody>
</table>

*express 48 large* is only available in certain Post Office branches. Please contact your local branch for specific availability.

# Extended delivery times exist for outlying areas. Please visit parcelforce.com for further information.
Our Guaranteed UK services

Our Guaranteed services are ideal when you have a valuable gift or important item that absolutely has to be there tomorrow and you need to know it’s arrived safely and on time.

Choose our Guaranteed services when you need:

- The item to arrive next day
- To track important items online and get proof of delivery, including a signature
- Compensation for your valuable items
- Seller protection, if you are selling goods online

Sometimes the damage, delay or loss of an item can lead to greater loss than the actual value of the item itself. For such items, you can buy our consequential loss cover of up to £10,000. This cover could be a wise choice for important legal documents or tax returns that may result in penalties if lost or not delivered on time. Just ask for consequential loss when you send your item by Special Delivery Guaranteed. Make sure your compensation claim is submitted to Royal Mail Customer Services within 14 days of posting. You’ll need to include your Certificate of Posting in order to make a claim.

Consequential loss is not available for goods that are restricted. For more information please see the ‘Prohibited and restricted items’ leaflet.

We deliver throughout the UK. However, there are certain delivery restrictions in particular areas. For more information, visit royalmail.com/specialdelivery
Royal Mail Special Delivery
Guaranteed by 9am®
Royal Mail Special Delivery
Guaranteed by 1pm®
• Choice of 9am* or by 1pm
delivery time
• Money back guarantee if your item
doesn’t arrive on time**
• Includes end-to-end tracking and
signature on delivery
• Includes compensation:
  - up to £750 for by 1pm service
  - up to £50 for by 9am service
• Additional compensation can be
purchased up to £2,500
at the time of posting
• Ideal for sending urgent
or valuable items such as money
or jewellery
• Saturday delivery guarantee
available for an additional fee
• Maximum weight:
  - 2kg for by 9am service
  - 20kg for by 1pm service
• You can track your item online at
royalmail.com/track

Parcelforce Worldwide express 9#
express 10#
express AM#
• Guaranteed† and delivered next
working day with a choice of
delivery times: by 9am, by 10am
or by 12 noon
express 24#∆
• Guaranteed† delivery next working
day by close of business

All express services include:
• End to end tracking, photo on delivery
and recipient name
• Money back guarantee† if your item
doesn’t arrive on time
• Compensation:
  - Up to £200 for express 9, 10
  and AM
  - Up to £150 for express 24
• Additional compensation can be
purchased up to £2,500
at the time of posting
• Saturday delivery available
for an additional fee
• Maximum weight of 30kg

* We guarantee delivery by 9am to more than 98% of all UK addresses. By 9am delivery is subject to recipient availability. Conditions apply. Visit royalmail.com/specialdelivery for details.
** On time delivery or your money back. Conditions apply. Visit royalmail.com/specialdelivery for details.
# Extended delivery times exist for outlying areas. Please visit parcelforce.com for further information.
† Parcelforce Worldwide guarantee definition: A refund of the whole or a proportionate part of the consignment charges in the event of late delivery in line with our UK or International Conditions of Carriage for Retail Services. Delivery time begins from date of collection. Extended delivery times exist for outlying areas. Please visit parcelforce.com for further information.
∆ Deliveries are usually made between 7.30am-6pm, Monday-Friday unless a Saturday or Sunday delivery has been requested.
Our Signed UK services

When you need the extra peace of mind of proof of delivery with a signature, choose from our range of Signed services.

Choose our Signed services when you need:
- The item to arrive the next working day or within 2-3 working days
- Online proof of delivery and a signature from recipient
- Compensation cover up to £50 for Royal Mail Signed For®

Royal Mail Signed For® 1st Class
- Aims to deliver your item the next working day

Royal Mail Signed For® 2nd Class
- Aims to deliver your item within 2-3 working days

Our Signed services:
- Include proof of delivery and signature from recipient
- Include compensation up to £50. Valuables (money and jewellery) and items of greater value should be sent by Royal Mail Special Delivery Guaranteed®
- You can view proof of delivery and signature online by visiting royalmail.com/signed

Parcelforce Worldwide express 48 and express 48 large**
- Guaranteed* delivery within 2 working days
- Money back guarantee* if your item doesn’t arrive on time
- Includes end to end tracking
- Compensation cover up to £150
- Additional compensation can be purchased up to £2,500 at the time of posting
- Saturday delivery available for an additional fee
- Ideal for parcels over 2kg
- Maximum weight of 30kg

* Parcelforce Worldwide guarantee definition: A refund of the whole or a proportionate part of the consignment charges in the event of late delivery in line with our UK or International Conditions of Carriage for Retail Services. Delivery time begins from date of collection. Extended delivery times exist for outlying areas. Please visit parcelforce.com for further information.
** express 48 large** is only available in certain Post Office branches. Please contact your local branch for specific availability.
Our Standard UK services

Our reliable Standard services are easy to use and offer a range of delivery options for your non-valuable items.

Choose our Standard services when you need:

• The item to arrive the next working day or within 2 or 3 working days
• Compensation cover up to £20
• A great delivery service for non-valuable items

Royal Mail 1st Class

• Aims to deliver your item the next working day

Royal Mail 2nd Class

• Aims to deliver your item within 2-3 working days

Our Standard services:

• Include compensation up to £20. Valuables (money and jewellery) and items of greater value should be sent by Royal Mail Special Delivery Guaranteed®

• Online delivery confirmation is available for 1st Class and 2nd Class Small and Medium Parcels. You can confirm delivery of your parcel by visiting royalmail.com/confirm

• Are ideal for non-valuable items

• Please note that online delivery confirmation is not available for Letter and Large Letter items or when customers use 1st Class or 2nd Class stamps, or for items sent to the Channel Islands, Isle of Man or to British Forces Post Office (BFPO)

UK Articles for the Blind

UK Articles for the Blind can be posted 1st Class and free of charge by arrangement. We can also arrange to have items collected. For further details, please visit royalmail.com/articles-for-the-blind or contact Customer Services on 03456 076 140.
Sending an International parcel or letter is easy

Guaranteed

Confirmed

Standard
Parcelforce Worldwide global express
Parcelforce Worldwide global priority

What’s included:
• Guaranteed delivery from next working day with global express
• Delivery from 3 working days with global priority
• Full tracking and signature on delivery
• Compensation:
  - Up to £200 for global express
  - Up to £100 for global priority
• Additional compensation can be purchased up to £2,500

Royal Mail International Tracked & Signed
Royal Mail International Tracked
Royal Mail International Signed

What’s included:
• Full tracking, signature taken on delivery and online delivery confirmation with International Tracked & Signed
• Full tracking and online delivery confirmation with International Tracked
• Signature taken on delivery for International Signed
• Compensation of £50 included for all Confirmed services

Royal Mail International Standard
Royal Mail International Economy
Parcelforce Worldwide global value

What’s included:
• Aims to deliver to Europe within 3–5 working days and to the rest of the world within 6–7 working days with International Standard
• Delivery from 2 weeks with International Economy
• Delivery from 4 working days with global value
• Compensation up to £100 for global value with additional cover available for purchase up to £500

Please check our International Incident bulletin by country for the latest updates.
Our Guaranteed International services

Ideal for guaranteed, fast and secure international delivery, with the added security of end to end tracking and online confirmation of delivery.

Choose our Guaranteed services when you need:

- The item to arrive as quickly as possible
- Signature on delivery and online confirmation
- To track important goods online every step of the way
- Compensation cover for your valuable items

Please check our International Incident bulletin by country for the latest updates.
Parcelforce Worldwide global express

• Guaranteed* delivery from next working day to USA, Canada and Europe and from 2 working days to the rest of the world
• Money back guarantee* if your item doesn’t arrive on time
• End to end tracking to all destinations
• Signature on delivery, with online confirmation
• Includes compensation cover up to £200
• Additional compensation can be purchased up to £2,500 at the time of posting

Parcelforce Worldwide global priority

• Guaranteed* delivery from 3 working days to Europe and major destinations worldwide
• Money back guarantee* if your item doesn’t arrive on time
• End to end tracking to major destinations
• Signature on delivery, with online confirmation
• Includes compensation cover up to £100
• Additional compensation can be purchased up to £2,500 at the time of posting

* Parcelforce Worldwide guarantee definition: A refund of the whole or a proportionate part of the consignment charges in the event of late delivery in line with our UK or International Conditions of Carriage for Retail Services. Delivery time begins from date of collection. Extended delivery times exist for outlying areas. Please visit parcelforce.com for further information.

Size and weight:

Maximum Length: 1.5m and 3m length and girth combined.*
Weight limit: 30kg**

**Weight and size limits vary by destination.
For more information see parcelforce.com/countries
Our Confirmed International services

When you need the extra peace of mind with proof of delivery, choose from our range of Confirmed services.

Choose our Confirmed services when you need:

- Tracking and online delivery confirmation
- Signature taken on delivery
- Compensation included

Royal Mail International **Tracked & Signed**
- Full end to end tracking, signature taken on delivery and online delivery confirmation
- Receives priority handling in the UK and overseas

Royal Mail International **Tracked**
- Full end to end tracking with online confirmation of delivery
- Receives priority handling in the UK and overseas

Royal Mail International **Signed**
- Tracked until the point your item leaves the UK
- Peace of mind as your item will only be handed over when a signature is taken on delivery

<table>
<thead>
<tr>
<th>Service</th>
<th>Western Europe*</th>
<th>Rest of Europe</th>
<th>Rest of World</th>
</tr>
</thead>
<tbody>
<tr>
<td>International Tracked &amp; Signed</td>
<td>3-4 working days</td>
<td>3-5 working days</td>
<td>5-7 working days</td>
</tr>
<tr>
<td>International Tracked</td>
<td>3-4 working days</td>
<td>3-5 working days</td>
<td>5-7 working days</td>
</tr>
<tr>
<td>International Signed</td>
<td>N/A</td>
<td>3-5 working days</td>
<td>5-7 working days</td>
</tr>
</tbody>
</table>

*Applies to Ireland, France, Germany, Spain, Italy, Netherlands, Switzerland, Belgium, Sweden, Austria and Luxembourg. Please check our International Incident bulletin by country for the latest updates.
All Royal Mail International Confirmed services offer:

- Compensation of up to £50 included
- Additional compensation of £250 also available
- Free returns on undelivered items provided there is a UK return address on the item

**Note:** We recommend that you include the addressee’s telephone number on the item to assist in overseas delivery. Please also include your address on the reverse of the item so that it can be returned in the event of non-delivery. For signature services, formal identification may be captured in lieu of signature.
Choose our Standard services when you need:

- A reliable, non-urgent delivery
- Great value for larger items
- Compensation included

Royal Mail International **Standard**
- Cost effective, reliable delivery worldwide
- Aims to deliver your item to Europe in 3-5 working days and Rest of World in 6-7 working days
- Free returns for undelivered items

Royal Mail International **Economy**
- Ideal for heavier items where economy is more important than speed
- Delivery to Europe from 2 weeks and worldwide from 6 weeks
- Letters to Europe must be sent by International Standard

Compensation up to a maximum of £20 for actual loss is available for International Standard and Economy services.

**Note:** Cash and valuables where allowable to the destination country should be sent using our Confirmed Services.

Please visit [royalmail.com/international-compensation](http://royalmail.com/international-compensation) for more information on compensation available for international posted items.

Parcelforce Worldwide **global value**
- Delivery from 4 working days worldwide
- Includes compensation cover up to £100
- Additional compensation can be purchased up to £500 at the time of posting
International Articles for the Blind

International Articles for the Blind can be posted using International Standard up to a weight of 7kg.

For further details, please visit royalmail.com/articles-for-the-blind or contact Customer Services on 03456 076 140.

HM Forces Mail

You can send parcels to members of HM Forces, their families and civilians attached to HM Forces around the world. To find out more, go to: royalmail.com/bfpo or visit your local Post Office branch.

Prohibitions and Restrictions

Some items are restricted or prohibited for legal or safety reasons. For more information, see our Prohibited and restricted items leaflet. Some countries have restrictions on the items they allow in by post (such as money), so please check at royalmail.com/countries-a-to-z or at your local Post Office branch before you post.

---

Royal Mail International Letters and Large Letters

**International Letter** and **Large Letter** sizes and weights are the same as UK dimensions, see page 21.

International parcel sizes and weights

**Royal Mail International parcels**

No single side can be longer than 60cm and the combined height + width + depth can be no more than 90cm

Weight limit: 2kg*

**Parcelforce Worldwide global value parcels measuring up to:**

Maximum length: 1.5m and 3m length and girth combined**

Weight limit: 30kg**

**Tube/rolls measuring up to:**

Length: 90cm

Length + 2 x diameter should not be more than 104cm

Weight limit: 2kg

*Printed Papers allowable up to 5kg and must be marked ‘PRINTED PAPERS’ on front of item.

**Weight and size limits vary by destination.

For more information, please visit royalmail.com/international
USING OUR SERVICES
Using our services

UK parcel sizes and weights

Price varies by size and weight:

**Small Parcels can measure up to:**
Length: 45cm
Width: 35cm
Depth: 16cm
Weight limit: 2kg

**Medium Parcels can measure up to:**
Length: 61cm
Width: 46cm
Depth: 46cm
Weight limit: 20kg

**Parcelforce Parcels can measure up to:**
Length: 1.5m and 3m length and girth combined
Weight limit: 30kg

**Parcelforce Large Parcels**

Can measure up to:
Length: 2.5m and 4m length and girth combined
Weight limit: 30kg

For rolled and cylinder shaped items, the length of the item plus twice the diameter must not exceed 104cm, with the greatest dimension being no more than 90cm. For more information: royalmail.com/size

Does not apply to Parcelforce Worldwide. See ‘Large Parcels’ above for size restrictions.

For more information about how to present your mail please visit royalmail.com/size or ask at a Post Office branch. International parcel sizes can be found on page 19.

**express48 Large Parcels** is only available in certain Post Office branches. Please contact your local branch for specific availability.

UK & International sizes and weights

Price varies by size and weight:

**Letters can measure up to:**
Length: 24cm
Width: 16.5cm
Thickness: Up to and including 0.5cm
Weight limit: 100g

**Large Letters can measure up to:**
Length: 35.3cm
Width: 25cm
Thickness: Up to and including 2.5cm
Weight limit: 750g
Using our services
When we can’t deliver

Sometimes we can’t deliver a parcel or letter because no-one’s home and it’s too big to fit through your letter box or a signature is required. We’ll leave a ‘Something for you card’ to let you know where your item is. Where possible, we’ll aim to leave your item with a neighbour* or in a safe place, but if not we’ll return it to your local Customer Service Point.

You can either collect your item or you can arrange to have it redelivered to your own address or another local address in your area, free of charge. Alternatively, we can deliver your item to a local Post Office branch. You can request a redelivery online at royalmail.com/redelivery or by calling the telephone number on your ‘Something for you card’.

To make sure your item is kept safe, we’ll ask you to provide proof of identification as well as your ‘Something for you card’ whenever you collect your item.

We will keep your items at your local Customer Service Point for 18 days. After this time, we will attempt to return items to the sender.

Where no sender can be found, we will retain the item in our National Returns Centre for a period of one month.

Returning items sent to a wrong address
For mail incorrectly delivered to you, write ‘Delivered to wrong address’ on the item and put it in any Royal Mail postbox.

For mail correctly delivered but to someone who no longer lives there, write ‘Recipient no longer at this address’ and put it in any Royal Mail postbox.

*If you would rather we did not leave your items with a neighbour or you would prefer not to accept items on their behalf, register online at royalmail.com/out or call 03456 113 420.
Using our services

Local Collect® and Return Services

When you’re out, we’re in
When buying online, why not choose to have your items delivered directly to a Post Office branch or a Royal Mail Customer Service Point?

With our Click & Collect service, Local Collect, you can arrange to have your item sent to one of over 10,000 participating Post Office branches, or 1,200 Royal Mail Customer Service Points nationwide, so you can choose a location that is convenient for you.

Look for the Local Collect delivery option when shopping online.
For more information about our Local Collect service, visit royalmail.com/chooselocalcollect

Return Services
Return parcels quickly and easily with Royal Mail. If you’ve ordered something online but need to return it because it doesn’t quite fit or it’s faulty, simply return it at one of the 11,500 Post Office branches, 1,200 Royal Mail Customer Service Points, parcel posting boxes nationwide, or our doorstep collection service Parcel Collect.

With our Tracked Returns service you can return items from many retailers for free. Simply, apply the label provided onto the item, or create and print your returns label online before applying to the parcel and posting at any Post Office branch, Royal Mail Customer Service Points and parcel postbox. Your item will be tracked on its way back to the retailer.

Want to create the label online but have no printer? No problem. If your retailer uses Royal Mail’s Labels to Go service you can simply show a returns QR code from your mobile device at any Post Office branch or a participating Royal Mail Customer Service Point. We’ll scan it, then print and attach a label for you. It’s that easy.

Visit royalmail.com/services-near-you or download the Royal Mail App to search for your nearest location and opening times to drop off your return parcel.

For more information about our returns services, visit royalmail.com/returns
Receiving services

Redirection
Need your mail delivered quickly to your new home? Want to help protect yourself against identity theft?

Our Redirection service ensures your mail safely reaches your new address, whether you are making a temporary move or relocating permanently.
You can redirect to any UK or international address for periods of up to 3, 6 or 12 months.
The law prevents us from redirecting certain items such as mail relating to benefits, and there are restrictions on the types of mail we can redirect internationally, such as mail items containing goods and items requiring a signature (e.g. Special Delivery Guaranteed) overseas. Mail can also be redirected for someone who has passed away or for whom you have power of attorney.

For this service, you will need to fill out our ‘Special Circumstances’ application form.
We also offer Concession Redirections for personal customers receiving eligible benefits at royalmail.com/concessionredirection
Full terms and conditions, prices, service options and ID requirements can be found at royalmail.com/redirection

PO Box®
A PO Box® allows you to collect your parcels and letters at a time and place that is convenient for you.
It is a private and reliable delivery solution for people who travel abroad regularly, buy goods online, frequently receive confidential or private mail and for people living in shared accommodation.
To apply for a PO Box® or find out more, please visit royalmail.com/poboxes

Royal Mail Keepsafe®
Going away? Don’t advertise your holiday plans with a pile of mail building up on the doormat.
We can hold onto your household or business mail for up to 100 days while you’re away and deliver it when you return.
Keepsafe takes just five days to set up and helps prevent identity fraud.
For more details, visit royalmail.com/keepsafe
Special Stamps and Souvenirs

Each year we create a range of beautiful Special Stamp Issues to celebrate the nation’s great events and passions, such as the biggest music icons, sporting anniversaries, Royal events, British history and wildlife. So whether you’re looking for a thoughtful gift – or you’d like to add to your own collection – we have a magnificent range of options for all ages and every interest.

Stamp Souvenirs

Perfect as gifts or keepsakes, Stamp Souvenirs feature the Special Stamps from each issue on specially designed envelopes. They also come complete with a special postmark with the date of issue and an information card to tell you all about the subject. Visit royalmail.com/stamps

2022 Yearbook

Royal Mail’s Stamp Yearbook is a collection of every Special Stamp issued in 2022 presented in a lavishly-illustrated 64-page hardback publication. With 15 chapters devoted to each of the stamp issues and written by an expert in their field, the reader is invited to look again at the diverse range of subjects in the 2022 programme. Visit shop.royalmail.com

Presentation Packs

Presentation packs are a great way to own the complete set of Special Stamps for each release. With a wealth of information provided by a specially commissioned expert together with rich imagery, they make perfect collectible souvenirs or gifts. Available from selected Post Office branches. Visit shop.royalmail.com
Addressing your item

In order to deliver a parcel or letter, we need to have an accurate address complete with postcode. Please ensure the address is written clearly and is laid out like the diagram below. Remember to include a return address on the reverse of the parcel or letter, in case there are any issues when we try to deliver.

UK Address

<table>
<thead>
<tr>
<th>Line 1: Addressee’s name</th>
<th>Line 2: Name/number and street name</th>
<th>Line 3: Locality name, if required</th>
<th>Line 4: POST TOWN, please print in capitals</th>
<th>Line 5: POSTCODE, please print in capitals, in full, and on a separate line</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr R Smith</td>
<td>1 Chapel Hill</td>
<td>Heswall</td>
<td>BOURNEMOUTH</td>
<td>BH1 1AA</td>
</tr>
</tbody>
</table>

All lines of the address should be left justified with no punctuation separating the address elements.

You do not need to include a county name provided the POST TOWN and POSTCODE are used.

International Address

When sending an item internationally, the country name should be written in CAPITALS, in English, as the last line of the address.

| Line 1: Name of the person and/or organisation you are sending the package to |
| Line 2: Building number and street or road name |
| Line 3: Place name |
| Line 4: Name of province, state, department and postal code (if appropriate) |
| Line 5: Name of the COUNTRY in capitals |

Ideally, the destination address should contain:

Lines should all start at the same point. Do not centre or stagger them.

Please include a return address on the letter or parcel – somewhere where it can’t be confused with the destination address – so it can be returned to you if there’s a problem delivering it. For parcels, it’s helpful to include the addressee’s telephone number to assist in delivery.

N.B. Royal Mail has no liability to pay any compensation if the reason why an item could not be delivered is because it does not contain a full and accurate address, including the postcode. For more details, please refer to page 36.
What you can and cannot send through the post

General Prohibitions and Restrictions
There are certain items and substances that we cannot accept and must not be sent by customers. This is to comply with national and international regulations governing the carriage of mail, to protect the health, safety and wellbeing of our employees, customers and the general public.

What are the prohibitions?
‘Dangerous Goods’ form the largest proportion of prohibited items and they are articles or substances which are capable of posing a hazard to health, safety, property or the environment. Regulations prohibit the majority of dangerous goods in the mail. We also prohibit other items for legal reasons, or where in our opinion they may be harmful or dangerous to our customers or employees. All countries that you post to internationally will have their own prohibitions and restrictions, so you should check specific country restrictions before sending your parcel.

What are the restrictions?
There are some items that can be carried only when specific requirements are met. All restricted items must be presented at a Post Office branch so we can confirm your item meets these conditions.

If you are posting to international destinations there may be other specific items that are not accepted by certain countries.

Prohibited and restricted items include, but are not limited to: aerosols, alcoholic beverages, all types of batteries, Christmas crackers, electronic items, lighters, liquids, matches, medicines, nail varnish, paints, perfumes and perishables. You are responsible for checking whether or not an item is prohibited or restricted. Information is available from the “Prohibited and restricted items” leaflet in Post Office branches, which details some of the more common prohibitions and restrictions. Up-to-date information is available from royalmail.com/prohibitedandrestricted or parcelforce.com/help-and-advice/sending/prohibitions-and-restrictions

If you send prohibited items or restricted items (and you do not comply with the relevant restricted requirements) we may deal with the goods as we see fit, including, but not limited to, disposing of the parcels concerned (in whole or in part). Failure to comply with the regulations could result in prosecution.

Packaging and wrapping
There are certain items that need to be packed more carefully before they are sent through the post. Wrapping and packaging advice, both general and item specific can be found at royalmail.com/wrapping
Using our services
International sanctions

Our customers send mail around the world every day. However, a number of countries and international organisations, including the United Kingdom and the European Union, impose certain restrictions, also known as sanctions, on what you can send to certain individuals, organisations or countries.

Sanctions can take many forms but are generally aimed at preventing certain goods, services, finance and knowledge being supplied to particular recipients.

Rules on sanctions
It is your responsibility to check whether the item you wish to post breaks any sanctions rules.

If you break the sanctions rules, we can deal with your postal items in a number of ways including disposing of them.
You may also face investigation by the relevant authorities.

Where can I find out more information?
If you are sending mail from the United Kingdom, the UK Government’s dedicated sanctions website at [gov.uk/guidance/uk-sanctions](http://gov.uk/guidance/uk-sanctions) provides useful information, including links to relevant information, published by the United Nations (UN) and the European Union (EU).
The Government’s website includes information on the following:

Countries that are subject to sanctions
Over recent years these countries have included those listed below.
However, the list changes and you should check a country’s status before posting an item.
Afghanistan, Azerbaijan, Armenia, Belarus, Burma (Myanmar), China, Democratic Republic of Congo, Egypt, Eritrea, Republic of Guinea (Conakry), Guinea-Bissau, Haiti, Iran, Iraq, Ivory Coast, North Korea, Lebanon, Liberia, Libya, Sierra Leone, Somalia, South Sudan, Sudan, Syria, Tunisia, Ukraine (Crimea/Sebastopol) and Zimbabwe.
For countries subject to sanctions, there are specific restrictions in place on sending certain types of goods. These are often goods that can be used for military or dual-use purposes. If you are posting items to any sanctioned country, you must make sure you are allowed to send the item to that country.

**Individuals and organisations that are subject to sanctions**

The UK Government maintains a list of individuals and organisations (for example, banks or utility companies or terrorist organisations) that are subject to sanctions, recognised by the UK (which includes sanctions originating from the EU and the UN).

It is generally prohibited to have dealings with these ‘designated’ individuals and organisations, for example, sending money or goods to them. They are often individuals and organisations linked to, or based in, the countries mentioned earlier.

However, they may be based anywhere in the world, including the UK. You should seek specialist advice if you wish to post items to a designated individual or organisation.

The list of designated individuals and organisations can be found at [royalmail.com/international-sanctions](http://royalmail.com/international-sanctions)

Please note that none of the above is intended as legal advice and should not be seen as an exhaustive description of the sanctions rules that may apply to you, or the items you are posting.
Using our services

Working out your international postage prices

To calculate the exact cost, please refer to the ‘Our prices’ leaflet, or visit royalmail.com/current-postage-prices

Where is it going?
There are six postal zones: Europe Zone 1, Europe Zone 2, Europe Zone 3, World Zone 1, World Zone 2 and World Zone 3. The postage price for your item will be affected by the zone you are sending it to.

Please note that the Republic of Ireland is an international destination (Europe) and should be treated as such when addressing your item and paying for its postage.

Postal zones
The map below shows our Europe and World zones. European destinations appear in the table opposite. The remaining countries fall into World Zone 1, World Zone 2 or World Zone 3. For a full list of country destinations by zone, please go to royalmail.com/world-zones or ask at your local Post Office branch.

Key
■ UK
■ Europe Zone 1/2/3
■ World Zone 1 ■ World Zone 2 ■ World Zone 3

Please note that Singapore is in World Zone 2. USA is in World Zone 3.
Pricing zones

Our new European Zones 1/2/3 consist of countries across Europe, Eastern Europe and Russia and are split as follows:

<table>
<thead>
<tr>
<th>Europe Zone 1</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Republic of Ireland</td>
<td>France</td>
</tr>
<tr>
<td>Germany</td>
<td>Corsica</td>
</tr>
<tr>
<td>Denmark</td>
<td>Monaco</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Europe Zone 2</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Austria</td>
<td>Latvia</td>
</tr>
<tr>
<td>Azores</td>
<td>Lithuania</td>
</tr>
<tr>
<td>Balaeric Islands</td>
<td>Luxembourg</td>
</tr>
<tr>
<td>Belgium</td>
<td>Madeira</td>
</tr>
<tr>
<td>Bulgaria</td>
<td>Malta</td>
</tr>
<tr>
<td>Canary Islands</td>
<td>Netherlands</td>
</tr>
<tr>
<td>Croatia</td>
<td>Poland</td>
</tr>
<tr>
<td>Cyprus</td>
<td>Portugal</td>
</tr>
<tr>
<td>Czech Republic</td>
<td>Romania</td>
</tr>
<tr>
<td>Estonia</td>
<td>Slovakia</td>
</tr>
<tr>
<td>Finland</td>
<td>Slovenia</td>
</tr>
<tr>
<td>Greece</td>
<td>Spain</td>
</tr>
<tr>
<td>Hungary</td>
<td>Sweden</td>
</tr>
<tr>
<td>Italy</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Europe Zone 3</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Albania</td>
<td>Moldova</td>
</tr>
<tr>
<td>Andorra</td>
<td>Montenegro</td>
</tr>
<tr>
<td>Armenia</td>
<td>North Macedonia</td>
</tr>
<tr>
<td>Azerbaijan</td>
<td>Norway (inc Spitsbergen)</td>
</tr>
<tr>
<td>Belarus</td>
<td>Russia</td>
</tr>
<tr>
<td>Bosnia &amp; Herzegovina</td>
<td>San Marino</td>
</tr>
<tr>
<td>Faroe Islands</td>
<td>Serbia</td>
</tr>
<tr>
<td>Georgia</td>
<td>Switzerland</td>
</tr>
<tr>
<td>Gibraltar</td>
<td>Tajikistan</td>
</tr>
<tr>
<td>Greenland</td>
<td>Turkey</td>
</tr>
<tr>
<td>Iceland</td>
<td>Turkmenistan</td>
</tr>
<tr>
<td>Kazakhstan</td>
<td>Ukraine</td>
</tr>
<tr>
<td>Kosovo</td>
<td>Uzbekistan</td>
</tr>
<tr>
<td>Kyrgyzstan</td>
<td>Vatican City State</td>
</tr>
<tr>
<td>Liechtenstein</td>
<td></td>
</tr>
</tbody>
</table>
Using our services
Customs declaration form

Do you need a Customs declaration form?

You DON’T need to complete a Customs declaration form if you’re sending:

• Items of correspondence, postcards and documents alone
• Goods/gifts sent from Northern Ireland to the EU

You DO need to complete a Customs declaration form if you’re sending:

• Items containing goods or gifts
• Items containing goods or gifts to the Channel Islands* (even though the postage rates to the Channel Islands are the same as for the UK)
• If you are sending items by the Printed Papers service, we advise you to complete and sign a Customs declaration form. It is compulsory if you are sending books and magazines to some countries
• The Customs Declaration form must be completed in full, otherwise items may be delayed or even returned by customs authorities in the receiving country
• Any items that are not personal correspondence

Parcelforce Worldwide

For up-to-date information on the documents required when sending with Parcelforce Worldwide, please visit parcelforce.com/customs

VAT requirements for businesses

For proof of export purposes, you should provide HM Revenue and Customs with proof of posting (you can get this from any Post Office branch). Alternatively, a Customs Certificate of Posting form can be obtained by calling HM Revenue and Customs National Advice Service on 0300 200 3700 or visiting gov.uk. These forms must be signed and date stamped by a member of Post Office staff at the time of posting.

*Excluding Isle of Man
General Customs information

- All mail items may be examined by Customs.
- Mail containing only items of correspondence, documents or other forms of correspondence do not require a Customs declaration form.
- You must not send any item addressed to a country in which the item is prohibited. Restrictions vary from country to country. You are responsible for checking whether an item is prohibited. See royalmail.com/countries-a-to-z.
- Goods up to the value of £270 – if you do need a Customs declaration form, you should use either a CN22A or CN22B form. If you are sending an item using either International Tracked, Tracked & Signed, or the Signed only option use the unbarcoded CN22A. If you are sending items using International Standard or Economy use the CN22B with a unique barcode on the bottom of the form (available from the Post Office). You’ll need to fill in all the details on the Customs declaration and ensure that it is signed and dated. The CN22 should be placed as close as possible to the top left hand corner on the front of the item.
- Goods worth £270 or more – in this case you should use the CN23 form. The CN23 form must include details of postage and other fees such as insurance.
- Ask for the adhesive plastic envelope SP126 to attach the form to your package.
- Depending on the value of the goods, you may need one or two copies of Customs declarations. Please check at your Post Office branch.
- Customs declaration forms are available from any Post Office branch. If you are using either International Tracked & Signed, International Tracked or International Signed you can also download them from royalmail.com/customs.

Export licences

For some goods, you need an export licence from the Department for International Trade before you are allowed to export them. To find out which goods are affected, call Export Control on 020 7215 4594.

For more useful information on HM Revenue and Customs, see gov.uk.

You can also contact the HM Revenue and Customs International Trade Helpline on 0300 200 3700.
Using our services
Service standards

We are committed to delivering a great service. That’s why we consistently check our service standards.

We will:
- Measure our parcel and letter delivery service independently, locally and nationally
- Publish our parcel and letter delivery results for each of the 121 postcode areas served by Royal Mail nationwide
- Respond to your enquiries and complaints in a timely and professional manner
- Provide the phone number and address of Customer Services on postboxes and at Post Office branches

Find out more at royalmail.com/standards

Where is it going?
We aim to deliver daily to over 99.9% of the 31 million addresses in the UK. However, there are a few addresses where we are unable to deliver due to exceptional circumstances and where the safety of our staff may be at risk. Our exceptions policy has been agreed with our regulator.

Find out more at royalmail.com/uso

Postcode changes
Our Postcode Address File (PAF) holds details of every address and postcode in the UK. On rare occasions, we are required to change postcodes. If this becomes necessary, we will write to you directly and advertise the change in the local press.

For more information on postcode changes, download the PAF Code of Practice from: royalmail.com/postcode-finder and refer to the ‘Need help’ section.
If something goes wrong

Complaints, claims and compensation

If an item of mail you have posted with Royal Mail is lost, damaged or delayed and you have met the conditions of posting, you may have a claim for compensation. This section covers what compensation is available and how you can make a claim for lost, damaged or delayed stamped and franked items. There are different rules for items sent by customers who have a Royal Mail business account. For more information, please visit royalmail.com/terms-and-conditions

Where compensation is excluded:
- Incorrectly addressed mail items
- Where there is insufficient postage
- Where the packaging is inadequate for the contents
- Where valuables such as money* or jewellery** are sent via a service other than Royal Mail Special Delivery Guaranteed
- Where the item is posted with another postal operator
- In severe weather conditions
- Acts of terrorism or vandalism
- Items with contents that are either prohibited or restricted where the requirements for the acceptance of those items have not been met

Please note: Royal Mail may change compensation terms.

For more information on Royal Mail’s retail compensation policy for lost items, please visit: royalmail.com/retail-compensation-policy-loss
For more information on Royal Mail’s retail compensation policy for delay, please visit: royalmail.com/retail-compensation-policy-delay
For more information on Royal Mail’s retail compensation policy for damage and part loss, please visit: royalmail.com/retail-compensation-policy-damage
For more information on Royal Mail’s available compensation for lost or damaged International items posted using Stamps, Franking and VAT exempt account mail, please visit: royalmail.com/international-compensation

If you’re sending money in the post, here’s how to make sure it arrives safely:
If you need to send money or jewellery, you must use Special Delivery Guaranteed as this will enable you to claim compensation in the unlikely event of loss or damage. Money should be packaged securely and should not be visible from the outside. Do not indicate anywhere on the packaging that money is enclosed. Coins should never be sent in envelopes – our automated sorting machinery may damage envelopes containing coins, which can lead to delay in delivery and increase the likelihood of the contents being lost.
If something goes wrong
Making a claim

How much can you claim?
You can claim the actual cost of the item to you, i.e. what it cost you to acquire, purchase or manufacture the item (or repair in the event of damage) – up to a maximum of its market value or up to the maximum compensation payable for the service, whichever is the lower of these.

To support any claim, we will require both the evidence of posting and evidence of the cost to you such as receipts, invoices, PayPal® records, manufacturing costs, auctioneer’s valuation and repair costs in the case of damage claims.

How to make a claim
Our online claim form makes claiming for loss, damaged or delayed items easy. Visit royalmail.com/claims and complete the easy to use form. This gives you the option to make multiple claims with minimal effort. You’ll also find all the supporting information you need such as our loss, damage and delay compensation policies, or to find out more about our complaint handling standards.

Alternatively, you can get in touch with our Customer Services Team by telephone. However you’ll still need to send us your supporting claim evidence.

If you need to make a claim with Parcelforce Worldwide, log on to parcelforce.com or collect a claim form from the counter. All UK claims must be received within 30 days of dispatch. International claims must be made within the following timescales: 15 days of dispatch for global express; 30 days of dispatch for ireland express and global priority; and 120 days of dispatch for global value. For further information relating to Parcelforce’s claims please visit parcelforce.com

*The Royal Mail definition of money includes:
• Coins and bank notes of any currency which are legal tender at the time of posting; postal orders, cheques and dividend warrants uncrossed and payable to bearer; unused postage and revenue stamps and National Insurance stamps; Exchequer bills, bills of exchange, promissory notes and credit notes; Bonds, bond coupons and any other investment certificates; and coupons, vouchers, tickets, tokens, cards, stamps and other documents that can be exchanged in whole or in part for money, goods or services

**The Royal Mail definition of jewellery includes:
• Any precious metal that has been manufactured in such a way as to add value to the raw material, including coins used for ornament; diamonds and precious stones; watches – the cases of which are made wholly or mainly of precious metal; similar articles with an intrinsic value other than the value of the workmanship
To help you

Royal Mail can arrange for alternative formats of this booklet to be sent to you in:

- Large print
- Braille
- Audio CD
- Audio cassette

To obtain a free copy call Customer Services on 0345 774 0740.

If you’re deaf or hearing or speech-impaired, we offer the Relay UK service. Please dial: Royal Mail 18001 0345 266 0075, Parcelforce Worldwide 18001 0344 748 0019. Alternatively, please visit our website royalmail.com or parcelforce.com which has been designed with all of our customers in mind.

Contact us

For more information on Royal Mail services, visit royalmail.com

For more information on Parcelforce Worldwide services, visit parcelforce.com or call 0344 800 4466.

Although correct at the date this guide went to print January 2023, postal fees, compensation arrangements and other terms and conditions are subject to revision from time to time and services may be added or withdrawn. Up-to-date information can be obtained from royalmail.com and parcelforce.com. All services referred to in this guide (with the exception of Royal Mail Special Delivery Guaranteed by 9am, Royal Mail Sameday and Consequential Loss, and all Parcelforce Worldwide services which are subject to their own terms and conditions) are provided under Schemes made or deemed to be made by Royal Mail Group Limited, under section 89 of the Postal Services Act 2000, as amended by the Postal Services Act 2011. All rights reserved. Post Office is a registered trade mark of Post Office Limited. Royal Mail, the cruciform, Parcelforce Worldwide, the Parcelforce Worldwide globe and all marks indicated with ® are registered trade marks of Royal Mail Group Limited. © Royal Mail Group Limited 2023. All rights reserved. Royal Mail Group Limited, registered in England and Wales, number 4138203, registered office: 185 Farringdon Road, London, EC1A 1AA.