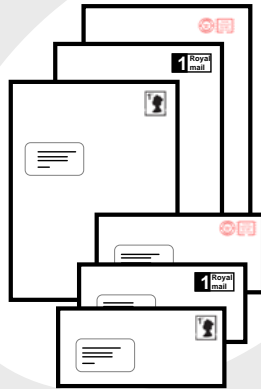


# how to prepare mail for **Collection** regular and single (ad-hoc)

You can apply for a **regular** collection by visiting us online. For a **single** (ad-hoc) collection call us as early as possible (and before midday on the day) on 08457 950950. For more details go to [www.royalmail.com/businesshelpcentre](http://www.royalmail.com/businesshelpcentre)

## Letters only

Separate by size, service (Franked, PPI, Stamped) and then by class

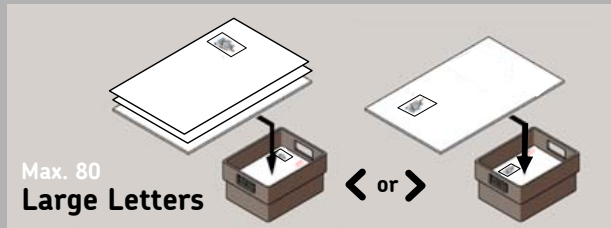


**1** First class  
**2** Second class

**Sending a lot of mail – over 150 Standard or 40 Large Letters – use trays**



Place letters upside down with the destination addresses facing the same way.



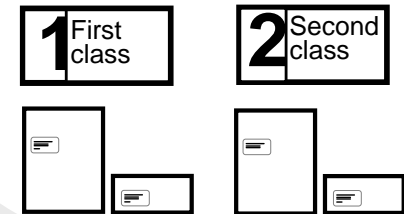
Large Letters facing upwards with the destination address in the same corner.

Trays weight Max. 10kg

You can order trays in advance, free of charge at: [www.royalmail.com/mailsupplies](http://www.royalmail.com/mailsupplies)

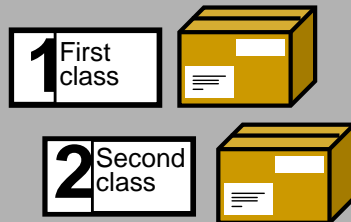
**When sending less**

Separate your mail by class and size, ready for collection – our Customer Collection driver will do the rest.



## Packets only

Use bags and separate by service and class



Place your items in bags, labelled by service and class



To order bags visit: [www.royalmail.com/mailsupplies](http://www.royalmail.com/mailsupplies)

## REMINDER

Keep your **Special Delivery™** and **International Signed For™** mail separate and hand it to your Collections Driver to ensure you get the service you've paid for.



Do not put in trays

This is a graphical representation. For actual specifications please visit the Royal Mail website



Mailings presented in trays helps us to increase the mail hygiene levels, maintain segregation and deliver a better service. Please call us earlier and we will arrange for trays to be delivered to you before your mailing is prepared.

**Come and visit us:**  
[www.royalmail.com/businesshelpcentre](http://www.royalmail.com/businesshelpcentre)