|  |  |
| --- | --- |
| Recipient email |  |
| Recipient telephone number |  |
| Recipient Name |  |
| Recipient VAT No/EORI needed if sending to an overseas business |  |
| Business Name (if applicable) |  |
| Address |  |
|  |  |
|  |  |
| Town |  |
| Postcode |  |
| Country |  |
| Service Required (see above) |  |
| Departmental Stamp Code |  |
| Is the consignment documents only? |  |
| Is enhanced compensation required? \* |  |
| \*If “yes”, what value cover do you require?   * £500 * £1,000 * £1,500 * £2,000 * £2,500 |  |
| Parcel Contents (please choose a category):   * Gift * Sold * Personal Effect * Sample * Not Sold |  |
| Parcel Contents Description:  NB Important: Please list each item, item weight and item value e.g.  “Wool Hat – 100g - £5.00”  “Chocolate – 70g - £1.00” |  |
| Parcel Contents Value (£) |  |
| Your Name |  |
| Your email address |  |
| Your telephone Number |  |
| Cost of Sending if known |  |

# **Overseas Information Requirements**

Please complete each field below, then print off the form and attach it to your parcel.

Please indicate which service required: -

Parcelforce – Guaranteed Speed and a tracked Service

Whistl – Cheapest Overseas Parcel Service, not Tracked and slower

Royal Mail Click and Drop – Tracked Service for Parcels under 2Kg.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **To Be Completed For Overseas Parcels Containing Multiple Items.** Tariff Codes can be found at www.gov.uk/trade-tariff. See examples below. Please complete. | | | | | |
| **PRODUCT** | **QUANTITY** | **MATERIAL** | **WEIGHT** | **VALUE** | **TARIFF CODE** |
| *Womens Jumper* | *1* | *Wool* | *780g* | *£16.00* | *6110111000* |
| *Womens Jumper* | *1* | *Other* | *620g* | *£12.00* | *6110119000* |
| *Printed Books* | *5* | *Paper* | *800g* | *£30.00* | *4901100000* |
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