|  |  |
| --- | --- |
| Recipient email |  |
| Recipient telephone number |  |
| Recipient Name |  |
| Business Name (if applicable) |  |
| Address |  |
|  |  |
|  |  |
| Town |  |
| Postcode |  |
| Country |  |
| Is the item value less than €22? |  |
| 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 e.g. “Wool Hat”, “Confectionery” etc |  |
| Parcel Contents Value (£) |  |
| Your Name |  |
| Your email address  |  |
| Your telephone Number |  |

# Overseas Information Requirements

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

* This form is used for items over 2kg in weight
* For items under 2kg, non-commercial, personal mail can be sent using the small CN22 label