

# Mailing docket

Please fill in and attach to outgoing mail

Always use this form if you are sending mail that is not in a black or green pouch or that doesn't have a 'Service Request' label attached or without an office barcode (Whiteknights House only). Please do this even if you bring large amounts of mail to the Whiteknights House post room yourself.

Mail arriving without a pouch, docket, or Service Request label will only be posted if we can unequivocally attribute it to an originating office. Otherwise, we will try to track down the correct department the following day or as soon as possible after that before posting it. Mail will not be picked up by our drivers without a docket, pouch or Service Request label.

## Contact details (please complete in full)

Contact name	Department name or code (from pouch)
Telephone number	
Date	
Building name	
Special instructions	

## Please select one of the following

<input type="checkbox"/> <b>Pre-arranged bulk mailing</b> If you haven't pre-arranged a bulk mailing please contact the post room (ext. 6530) Number of sacks Number of boxes	<input type="checkbox"/> <b>Missing pouch</b> Type of pouch missing <input type="checkbox"/> Black pouch <input type="checkbox"/> Green pouch Date last seen	<input type="checkbox"/> <b>Items to be kept separate</b> Only if you have been instructed by the post room to keep certain items separate Number of items
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## Authorisation

Signature
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We aim to process and post all mail and parcels on the day we receive them. Sometimes items arrive that we cannot unambiguously attribute to a Postal Services account. These items are often delayed. Please check that you have been billed for large mailings before adjusting your postal budget. We will always charge you (including by accrual over financial year-ends), even if an error results in a long delay before we make the charge.



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