

Service Details Business Mailbox

3 Months	£100.00
6 Months	£170.00
12 Months	£270.00

1. Two forms of identification are required. One a 'proof of identity' must carry a photograph and a signature of the individual applying for the Mail Box (suitable proof of ID includes a Passport or a Driving Licence). A copy of the proof of ID will be kept on file. The other, a 'proof of address,' must contain the most recent and valid address. Suitable documents include a bank reference, recent utility bill or recent credit/debit card bill.
2. Any business associated with the account will need to be identified by supplying the original certificate of incorporation for the company, the registered office address and proof of either registered office address or the principal trading address. e.g. bank statement, utility bill or similar dated within the last three months.
3. Price Includes Three Names Only (Business or personal)
4. Up to two additional business names can be registered at £10.00 per name per quarter (£40.00 per annum per name)
5. Parcel Receipt at an additional £10.00 per quarter (£40.00 per annum). This charge is at the manager's discretion and is dependent upon number of parcels received.
6. Redirection £10.00 plus postage plus VAT
7. Redirection charged to credit/debit card.
8. Excess Mail, where the Company at its sole discretion allows the continued receipt of mail when a mailbox is full an additional charge of £20.00 per month or part month will apply.
9. A discount of 30% available on safe deposit boxes when rented with a mailbox. (60mm & 90mm boxes only). Box holders may check by telephone to see if any mail has been received.
10. A refundable £50 key deposit is charged on each rental.



Service Details Personal Mailbox

3 Months	£70.00
6 Months	£120.00
12 Months	£190.00

1. Two forms of identification are required. One a 'proof of identity' must carry a photograph and a signature of the individual applying for the Mail Box (suitable proof of ID includes a Passport or a Driving Licence). A copy of the proof of ID will be kept on file. The other, a 'proof of address,' must contain the most recent and valid address. Suitable documents include a bank reference, recent utility bill or recent credit/debit card bill.
2. Price Includes Two Names Only (Business names are not allowed)
3. Up to two additional names can be registered at £10.00 per name per quarter (£40.00 per annum per name)
4. Parcel Receipt at an additional £10.00 per quarter (£40.00 per annum). This charge is at the manager's discretion and is dependent upon number of parcels received.
5. Redirection £10.00 plus postage plus VAT.
6. Redirection charged to credit/debit card.
7. Excess Mail, where the Company at its sole discretion allows the continued receipt of mail when a mailbox is full an additional charge of £15.00 per month or part month will apply.
8. Box holders may check by telephone to see if any mail has been received.
9. A discount of 30% available on safe deposit boxes when rented with a mailbox. (60mm & 90mm boxes only)
10. A refundable £50 key deposit is charged on each rental.

