



Request for Special Delivery & Signed For via Royal Mail

Please return this form attached to your post to Shire Hall Post Room

Requestor Details and Reference

Name:	Date:	Extension:
Post Account No#:	Personal Mail Reference:	Post Item Reference: [Sticker Here]

When requesting a service, please answer the below questions.

Are the contents sensitive?	Yes / No ?	If Yes , it must be sent Special Delivery
Is the item less than 10Kg? (Weight limit is not applicable to DX pickups)	Yes / No ?	If No , the item must be sent via courier, please refer to the courier request sheet.

Royal Mail Special Delivery

This service is tracked from Shire Hall to the destination.

Please tick as required.

Next Day By 09:00 (2kg Max, up to £50 Insurance)			Next Day By 13:00 (Up to £500 Insurance)		
Optional Extras			Optional Extras		
Saturday Service	Up to £1500 Insurance	Up to £2500 Insurance	Saturday Service	Up to £1500 Insurance	Up to £2500 Insurance

Royal Mail Signed For

This service does not guarantee next day delivery and can take up to 10 days.

This service is not tracked and a signature is only taken at destination.

Please tick as required.

1 st Class	2 nd Class
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Please note the Post Room do not take any responsibility for the loss of any of these items, we strongly recommend that if your items are of a sensitive nature or original documents, they are sent by **Special Delivery** which are tracked and can be traced all the way to its destination. **Signed For** delivery whether 1st or 2nd class will have a signature when it reaches its destination if it is lost on the way it is not traceable. Sending an item by **Signed For** does not guarantee delivery.

Further details on delivery types overleaf.

Royal Mail Special Delivery Guaranteed by 9am[®] *

Money back guarantee if your item doesn't arrive on time
End to end tracking and signature on delivery online or via your mobile
Compensation cover up to £50 for loss and damage
Additional compensation available up to £2,500
Send items up to 2kg
Guaranteed Saturday deliver for an additional fee
Consequential loss cover up to a maximum of £10,000 (available for an additional fee)
*Exceptions apply – please visit the Royal Mail website for terms and conditions

Royal Mail Special Delivery Guaranteed by 1pm[®]

Money back guarantee if your item doesn't arrive on time
End to end tracking and signature on delivery online or via your mobile
Compensation cover up to £500 for loss and damage
Additional compensation available up to £2,500
Ideal for sending valuable items such as money or jewellery
Send items up to 20kg
Guaranteed Saturday delivery for an additional fee
Consequential loss cover up to a maximum of £10,000 (available for an additional fee)

1st Class Royal Mail Signed For

Confirm online or via your mobile when your item has been delivered
Aim to deliver next working day, including Saturdays
Proof of delivery including a signature from the receiver
Prices start at £1.90 for letters up to 100g
Compensation cover up to £50. Excludes jewellery and money (coins, cash, postal orders, bonds and coupons or vouchers exchanges for money, goods or services, which includes tickets).

2nd Class Royal Mail Signed For

Proof of delivery including a signature from the receiver
Delivery aim: two to three working days including Saturdays
Confirm online or on your mobile when your item has been delivered
Prices start at £1.81 for letters up to 100g
Compensation cover up to £50. Excludes jewellery and money (coins, cash, postal orders, bonds and coupons or vouchers exchanges for money, goods or services, which includes tickets).