

Registered Post / Swift Post

Please fill in the form below and attach to the relevant letter. The post room will then process the letter accordingly.

Senders Details

Please use Block Capitals

Name: _____

Department: _____

Date: _____

Enter below the name and address on item	Declared Value

Please tick to indicate which service is required

To be sent as Registered Mail

To be sent as Swift Post

Signed _____

Processed By Post Room

Date: _____ Signed: _____