



Drop & Go postage form

Please list the items you'll be dropping off at a Post Office branch

Account number ¹	Customer name	Customer phone number
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#	Destination country	Building name or number	Postcode	Parcel contents			Carrier or service ³	Customs reference number (Royal Mail International only) ⁴ or Northern Ireland package information code ⁵	Additional information
				Description and quantity of contents	Prohibited or restricted items ²	Total value of parcel contents			
	eg United Kingdom	eg Martin Court or 22 Westbourne Grove	eg SE13 5NL	eg Scarf x2	Select YES if your parcel includes any prohibited or restricted items. If not, select NO	eg £45	eg Evri Next Day / DPD Next Day / Royal Mail Tracked 24	eg last 5 characters only - 1KH4K	eg Extra cover for contents or HS code (if known)
1					<input type="checkbox"/> YES <input type="checkbox"/> NO List restricted items:				
2					<input type="checkbox"/> YES <input type="checkbox"/> NO List restricted items:				
3					<input type="checkbox"/> YES <input type="checkbox"/> NO List restricted items:				
4					<input type="checkbox"/> YES <input type="checkbox"/> NO List restricted items:				
5					<input type="checkbox"/> YES <input type="checkbox"/> NO List restricted items:				
6					<input type="checkbox"/> YES <input type="checkbox"/> NO List restricted items:				

Customer signature	Date
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The postal services requested as part of the Drop & Go Service will be provided by either Royal Mail, Parcelforce Worldwide, Evri, DPD (UK) or another postal service operator. You are responsible for checking that your mail items comply with the relevant postal service operator's terms and conditions, particularly as to whether an item is prohibited or restricted. Posting prohibited goods or restricted goods could result in prosecution. We reserve the right to refuse any other item banned by law or that in our opinion may be harmful or dangerous to our customers or employees. Where the sender sends items using a Parcelforce Worldwide service, the services will be provided by Royal Mail Group Limited (trading as Parcelforce Worldwide) in accordance with the conditions of carriage set out at www.parcelforce.com/conditions-of-carriage. By signing this Drop & Go manifest, you agree to the conditions of carriage, or the terms and conditions relevant to the selected postal service.

¹ You can find your account number on the Drop & Go online portal, login from www.postoffice.co.uk/dropandgo

² To find out what you can and can't send in the post, visit www.postoffice.co.uk/mail/what-can-i-send

³ Please check the services available in your local branch: www.postoffice.co.uk/branch-finder

⁴ To fill in the customs form online for Royal Mail International, visit www.postoffice.co.uk/icdc (your customs reference number is located under the barcode produced after filling in the form. Please use the last 5 characters). If you're sending a parcel internationally with Evri, DPD or Parcelforce Worldwide, speak to the branch team for help with your customs declaration

⁵ Items sent to Northern Ireland need extra details. Fill in the form at www.postoffice.co.uk/windsor-framework (your package information code is located under the barcode produced after filling in the form. Please use the last 5 characters)