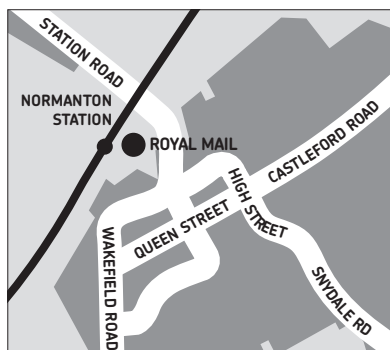


# where to drop off your mail

Discover where the Royal Mail distribution centres are from the list below and on the preceding page.



## Wakefield Normanton

Walk Bundling Centre  
Silkstone House  
Express Way  
Wakefield Europort  
Normanton  
WAKEFIELD  
WF6 2XX

01924 244053

### Postcodes

BD DE DH DL DN HD HG HU HX LE LN  
LS NE NG NN PE S SR TD15 TS WF YO



## Warrington

Walk Bundling Centre  
North West Distribution Centre  
Winwick Quay  
WARRINGTON  
WA2 8RJ

01925 787 117

### Postcodes

B BB BL CA CH CV CW DY FY L LA LD  
LL M OL PR SK ST SY TF WA WN WS WW

Handover arrangements - Your door to door handover guide

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Handover arrangements.

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# handover arrangements

## Your Door to Door handover guide



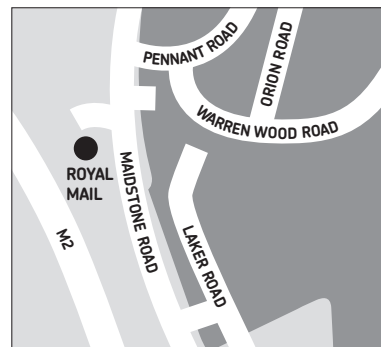
Royal Mail

# Door to Door: how and where to handover your items

To enable us to handle your Door to Door items quickly and efficiently please make sure you follow the checklist of handover requirements below.

- Always hand over your items 7 to 18 days before the start date of your Door to Door distribution. Please note: where the final handover day falls on a bank holiday it will be brought forward to the preceding working day.
- You may provide your items in bundles or boxes. If bundled, items should be securely cross strapped and not exceed 6.4kg. If boxed the box must not exceed 10kg.
- Ensure all items within a box are the same weight (e.g. printed on the same weight of paper).
- If pallets contain more than one design of an item, vertical dividers on the pallet must separate the different designs. If in doubt as to what is required please contact us on 08457 950 950.
- Label your bundles, boxes and pallets using the label format that is supplied with your booking documentation.

Boxes or bundles must be provided in equal quantities, not exceeding 500 items per box / bundle.



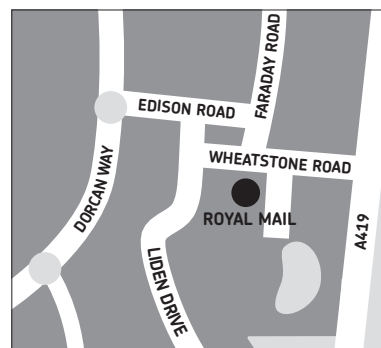
## South East Rochester

Walk Bundling Centre  
Fort Bridgewood  
Maidstone Road  
ROCHESTER  
ME1 3AU

01634 498192

## Postcodes

AL BN BR CB CM CO CR CT DA E EC  
EN IG IP KT LU ME MK N NR NW RH  
RM SE SG SM SS SW TN TW W WC WD



## Swindon

Walk Bundling Centre  
Unit 2B/2C  
Wheatstone Road, Dorcan  
SWINDON  
SN3 5HG

01793 438008

## Postcodes

BA BH BS CF DT EX GL GU HA HP  
HR NP OX PL PO RG SA SL SN  
SO SP TA TQ TR UB WR

# Door to Door: how and where to handover your items (Continued)

- You must provide a delivery note for us to sign when you hand your items over. An example that you can use is provided with the email containing your booking documentation.
- Please check these requirements carefully before you hand over your items to us. If you do not meet these specifications we may have to carry out some rework to rectify the problem. If we do, there is a minimum flat fee of £100, but if the cost is greater than £100 we will contact you and give you the option of collecting the consignment and carrying out this work yourself.

## Points to remember

- If you miss your handover dates we may be forced to cancel your distribution.
- Please check your delivery schedule for handover point addresses, opening times and any access restrictions.
- Please make sure your printer and/or carrier are aware of these handover requirements.

## For more information

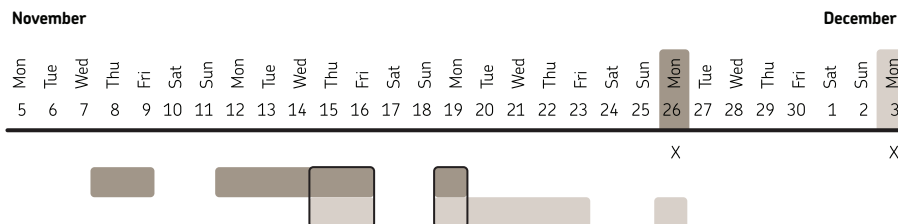
Please contact Royal Mail Door to Door on **08457 950 950**, or refer to the Door to Door Terms & Conditions.

## Booking in your distribution

You can pre book your handover of items to the Walk Bundling Centres by phoning **01865 796981** – this enables you to choose the best time for you to hand over your distribution.

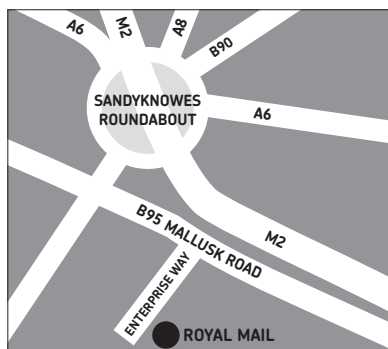
In pre booking you can avoid any possible delays in handing over your items into the Walk Bundling Centres.

The example below is based on 2 bookings (due to be delivered through letterboxes on 26 November and 3 December) being handed over at the same time. The black boxes indicate the 3 days which overlap.



# where to do it

Discover where the Royal Mail distribution centres are from the list below and overleaf. The six maps will show you how to get there.



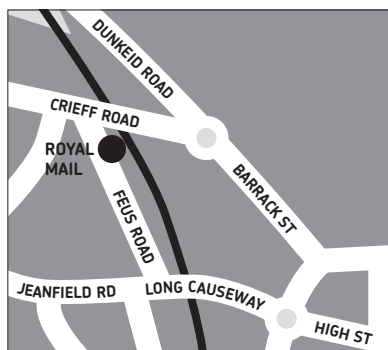
## Belfast

Walk Bundling Centre  
Northern Ireland Mail Centre  
Enterprise Way  
Mallusk  
NEWTON ABBEY  
BT36 4HQ

02890 846275

## Postcodes

BT



## Perth

Walk Bundling Centre  
Perth Sorting Office  
53 Feus Road  
PERTH  
PH1 1AA

01738 450247

## Postcodes

AB DD DG EH FK G HS IV KA KW  
KY ML PA PH TD (except TD15) ZE

It contains the following fields:

- Customer name
- Client (if agency)
- Contract number
- Letterbox start date
- Distribution number
- Leaflet design number
- Royal Mail address
- No. of items per bundle
- No. of bundles per box / bag / carton
- Box no. X of Y
- Pallet no. X of Y

- Make sure that all items on a pallet, in a box or in a bundle are for the same delivery period (i.e. Letterbox start date).
- All items on a pallet should only be for one contract (no mixed contracts).

- Wherever possible please make sure that each box contains the same number of items for each leaflet design. Ensure that your boxes and bundles are securely contained (ideally shrink wrapped) on pallets, and contain items for only one Royal Mail handover point. The label must be clearly visible, so if the shrink wrap is not clear the label must go on the outside.

- Your pallets must meet the following criteria:

- The dimensions must not exceed 1.0m x 1.2m, and they must not be more than 1.3m high.
- The weight must not exceed 1,000kg.
- They must conform to European Health and Safety standards.