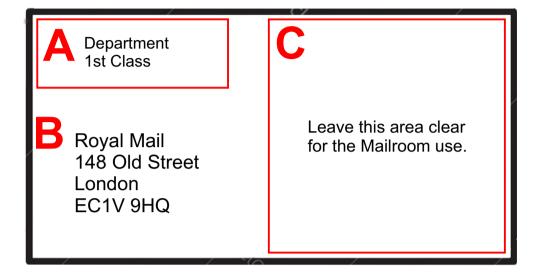


# UK MAIL How to present your mail correctly.

# INTERNATIONAL MAIL How to present your mail correctly.

### FRONT OF LETTER

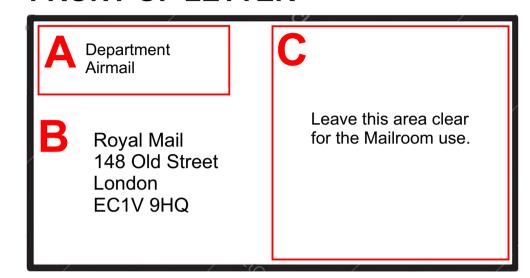


A: Dept / Charge code plus service required.

**B:** Typical position of destination address.

C: Leave this area blank for digital postal label.

# **FRONT OF LETTER**



A: Dept / Charge code plus service required.

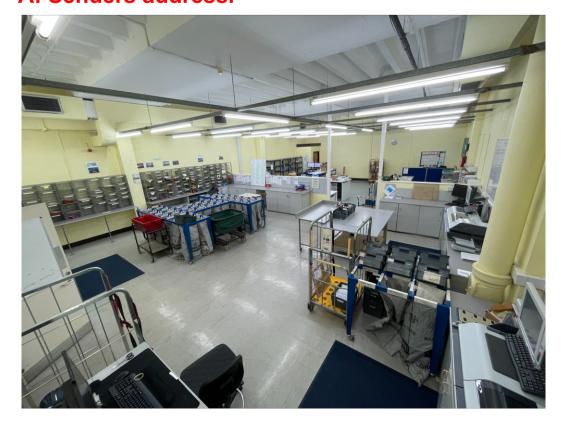
**B:** Typical position of destination address.

C: Leave this area blank for digital postal label.

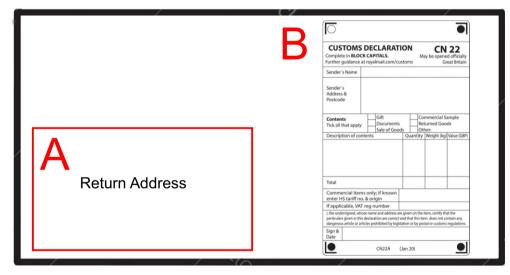
## **REAR OF LETTER**



#### A: Senders address.



## **REAR OF LETTER**



A: Senders address.

B: CN22 Please attach a post-it note to the letter/parcel with the following details.

- 1: Contact number.
- 2: Email address of recipient.
- 3: Contents value.
- 4: Detailed description of the contents (E.g, Documents, Pens, Mens cotton shirt, and the Mailroom staff will complete the required customs declaration (CN22).

If you require any further information on postage services please contact the Mailroom. bw-mailroom@exmail.nottingham.ac.uk