



## UK MAIL

### How to present your mail correctly.

#### FRONT OF LETTER

<b>A</b> Department 1st Class	<b>C</b>  Leave this area clear for the Mailroom use.
<b>B</b> Royal Mail 148 Old Street London EC1V 9HQ	

**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

<b>A</b> Return Address
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**A: Senders address.**



## INTERNATIONAL MAIL

### How to present your mail correctly.

#### FRONT OF LETTER

<b>A</b> Department Airmail	<b>C</b>  Leave this area clear for the Mailroom use.
<b>B</b> Royal Mail 148 Old Street London EC1V 9HQ	

**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

<b>A</b> Return Address	<b>B</b> <b>CUSTOMS DECLARATION CN 22</b> Complete in BLOCK CAPITALS. May be opened officially Further guidance at royalmail.com/customs Great Britain Sender's Name Sender's Address & Postcode Contents Tick all that apply: <input type="checkbox"/> Gift <input type="checkbox"/> Documents <input type="checkbox"/> Commercial Sample <input type="checkbox"/> Returned Goods Description of contents: <input type="checkbox"/> Sale of Goods <input type="checkbox"/> Other Quantity Weight (kg) Value (GBP) Total Commercial items only; if known enter HS tariff no. & origin If applicable, VAT reg. number I, the undersigned, whose name and address are given on the item, certify that the particulars given in this declaration are correct and that this item does not contain any dangerous article or articles prohibited by legislation or by postal or customs regulations. Sign & Date CN22A (Jan 20)
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**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](mailto:bw-mailroom@exmail.nottingham.ac.uk)