



08 December 2021
Reference: 1-7773357834

Mr Paul Lawrie
OT Publishing Ltd
Malt House Farm Green Street Green Road
DARTFORD
DA2 8DX

Royal Mail
PO Box Team
Dearne House
Cortonwood Drive
Brampton
BARNSELY
S73 0UF

Website: www.royalmail.com
Telephone: *08457 950950

Dear Mr Lawrie

Post Office Box Application

Thank you for your application and payment for a PO Box service. We have set up the PO Box for the above-named applicant.

The invoice address for renewal is along with PO Box address details on the schedule overleaf. An invoice will be sent to this address when the service is due for renewal.

Type of Service: Collection: Mail must be collected at least once a month. Failure to do so may result in the cancellation of the Service

Price: £283.50

This service will start on: 10/12/21

Please find enclosed a pink card that must be signed and presented at the Delivery Office each time you collect your mail.

The name and address for the Delivery Office is shown below:

Dartford Delivery Office
50 West Hill
Dartford
DA1 1AA

If you have any queries regarding this service, please contact Royal Mail on the above telephone number, quoting the reference number at the top of this page.

Yours sincerely

Michelle Hayselden
Royal Mail PO Box Team

For ideas on how to find new customers, keep delighting existing ones and save time and money - Why not create a FREE tailored growth pack for your business at www.royalmail.com/growth

*Calls cost 5p per minute plus your telephone company's network access charge.



PO Box Schedule

1. Invoice Address Only

Billing Contact:	Mr Paul Lawrie
Billing Address:	OT Publishing Ltd Malt House Farm Green Street Green Road
Post Town:	DARTFORD
Post Code:	DA2 8DX

2. Service Details

Product
PO Box Collect 12 months

Your PO Box Address

The details of the BOX are as follows:

OT Publishing
PO Box 541
Malt House Farm
DARTFORD
DA1 9UR

If preferred, you may use the following abbreviated address:

OT Publishing
PO Box 541
DARTFORD
DA1 9UR

Comments: £283.50 paid on card

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box number

541

authorised for use at



Royal Mail

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