

U.K. Business Reply

Introduction

As the name suggests, the Business Reply Service is generally intended for business-to-business use. It has a straightforward, businesslike image which adds credibility to the look of your communications. So, if you are communicating principally with other businesses, or if you are promoting products such as financial services, the Business Reply Service is probably right for you. With this service, all your reply cards and envelopes are pre-printed to a specified design. The main point to note is that all reply cards/envelopes must be pre-printed, so if you want to

promote a reply-paid service on TV, radio or in press ads, use the Freepost Service. We regret that the Business Reply Service is not available in the Republic of Ireland. Although other overseas destinations are not covered by these licenses, there are similar services available from the Post Office, designed especially for International use. Please contact Mail Support, Postal Headquarters Douglas, ISLE OF MAN, IM2 1AA for full details, telephone 698465 or e-mail mails@iompost.com

U.K. Business reply service application form

I/We apply for a Business Reply Licence to use and transmitted to me/us as postal items without issue to my/our correspondents, reply cards, prepayment of postage in accordance with the service letter cards, and envelopes, to be outlined to me/us.

Your Name (in full) _____

Job title _____

Company name _____

Company address

Postcode _____ Telephone/Fax: _____

e-mail _____

Your signature _____

I/We agree to submit complete printed proof(s) of the cards/letter cards/envelopes/folders/labels, that I/we propose to use, conforming to the design as shown for approval before distribution of the cards, etc. commence. I/We enclose the sum of £80.20 as the annual licence fee, plus the sum of £ (min £50) as an initial payment in advance of postage. (Please make your cheque payable to "Isle of Man Post Office".)

The terms and conditions under which the Business Reply licences are issued are determined by schemes made by Royal Mail from time to time under Section 28 of the Post Office Act 1969 (relating to the inland postal services). Please return this application form to Mail Support, Freepost 1167, Postal Headquarters, Douglas, ISLE OF MAN, IM87 6DL.