

# Application Form

for UK Business Reply, International Business Reply, and Freepost services

## Introduction

Our Business Reply and Freepost Services are designed to enable you to gain responses, whether from the UK or throughout the world. They have a straightforward business-like image which adds credibility to the look of communications, plus you only incur postage costs for the responses received making these more cost-effective services than supplying respondents with stamps.

To use this service, all your reply envelopes or cards must be pre-printed to a specified design (see the Technical Notes document for details). If you want to promote a reply-paid service using TV, radio, the press or web, use the Freepost Services.

Separate licenses are necessary for UK (including IOM & CI) and all other addresses, and a charge is payable for each. If you have any questions, please contact Customer Services on **01624 664664** or [customer.services@iompost.com](mailto:customer.services@iompost.com).

## Response Services Application Form

Section 1		Customer Details	
Your Name (in full)			
Job Title			
Company Name			
Company Address			
	Postcode		
Telephone			
Email address			
Does your company have an account with Isle of Man Post Office? (If yes, please quote account number)			
Section 2		Delivery Name and Address	
This address is the one your responses will be delivered to, so it's essential that it's accurate and contains a postcode			
	Postcode		

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### Section 3 Invoice Address

Please fill in this section if you want us to address your invoices to a different address from that in section 1 (this must be a full postal address and not a PO Box address)

Your Name (in full)		
Job Title		
Company Name		
Company Address		
	Postcode	
Telephone		
Email address		

### Section 4 Which response services you require

- 1) UK Business Reply
- 2) International Business Reply
- 3) Freepost

### Section 5 Paying for your license and on-going usage

Please ensure that along with your completed application form, you supply payment for all the license services applied for.

On acceptance of your application you will be invoiced for an annual license fee and then receive monthly invoices for the responses we handle.

If you do not have an IOMPO account, please complete and submit the Business Account Application Form available from [www.iompost.com](http://www.iompost.com)

If you do have an IOMPO account, please provide the account number you wish to be charged here:

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### Section 6 Design approval

Once you have chosen your response service(s) and received your license number(s), you should check how to design your reply item by referring to the guidelines in the Technical Guide.

Please provide a proof of your design to [customer.services@iompost.com](mailto:customer.services@iompost.com), or at the below address **before** you have your designs printed. Non-compliant response service designs may incur a surcharge. Please make sure you have read the relevant terms and conditions.