



MAIL FORWARDING & BUSINESS ADDRESS PACKAGES

Do you work from home?

Would you prefer to use a business address for business correspondence? Would you like to keep your home address private?

Then use our professional business mail forwarding service. For an affordable monthly fee, we can handle all your business correspondence on your behalf. You may need a mail forwarding service for many different reasons. Whatever your reason, we can help.

We don't operate PO Boxes or pigeon hole collection services. All of the mail delivered to our office is personally sorted by our trained administration team and forwarded on to its relevant destination.

The service is aimed towards businesses that expect between 20-100 items of mail per month.

Whether you are a sole trader or a limited company needing a business address, we can offer you this service (subject to ID verification). It's especially ideal for web-based or e-commerce businesses, if all you need is a business address to comply with the EC Directive Distance Selling Regulations (all websites should comply and not just e-commerce).

Many people would prefer not to use their home address for their business, so our mail forwarding service is the perfect solution.

- Forward your mail to our address and collect or we can send it on to you
- Mail delivered to our business address and forwarded to any UK address of your choice
- Central Eastbourne Business Address
- Includes up to 30 items of mail per week (additional items subject to a surcharge)
- Mail can be forwarded daily, weekly or monthly or collected in person from our office, Greencoat House, 32 St Leonards Rd, Eastbourne
- Postage charged at cost
- Rolling monthly contract available

£33.00 + vat per month subscription (for collection of mail in person from BPE offices)

(Forwarded on mail extra charges: £100 deposit then postage at cost)

For further information on mail forwarding services please call us on: 0843 289 1723 or e-mail:

info@bpegroupservices.co.uk



Package

Business Address/Mail Forwarding

This allows you to use our Eastbourne Address (as above) as your business address on any literature/website/trade listings etc... and for any mail to be delivered to our address.

This can then be collected by you in person (**no extra charge**) or we can forward it to you: daily, weekly or monthly with postage charged at cost* and billed to you on a monthly basis.

***If you request your mail to be forwarded on by post we will require a £100 + vat refundable deposit to be paid before commencement of your service/contract.**

It is your responsibility to inform all contacts/clients of your new mailing address - as above.

Package Pricing:

Rolling Monthly Contract - £33.00 + vat per month

Terms: We will require one months payment in advance payable by BACS, Cheque or cash and a £100 + vat Deposit **if you require the mail forwarding by post option**. You will also need you to fill out one of our business address package forms and provide original photo ID & an original Utility Bill.

We request that on-going monthly invoices/payments are paid by Direct Debit. You will receive a vat invoice/receipt each month for your records.

Any postage costs will be invoiced to a cost price on a monthly basis.

Your service will be active/available within 48-hours of the above being completed/received.

The above service is on a rolling monthly contract and can be cancelled at any time by giving one months notice, on completion of first two months of service.