



## [How to Use Call & Collect Tracked Mail](#)

- Look up the nearest participating exchange to your client on [www.firstscottish.com](http://www.firstscottish.com)

Then choose Legal Post  
Then choose Tracked Mail  
Then choose Call & Collect Exchange List

- Address your envelope as example below

Mr John Smith	(Clients Name)
c/o Your Conveyancer	(Host Exchange)
LP - 18	
Dunfermline	

- Fill out a Call & Collect Tracked Mail Sheet.
- Put one red sticker on the envelope and the other one on the Tracked Mail Sheet.
- Put the item and the tracked mail sheet into the red tracked mail pouch and put into the LP mail as normal.
- Call your client and advise them they will be able to collect the item the following day and give them the Exchange address. Let them know to take either their Passport, Driving Licence or a Utility Bill as identification.
- The Exchange will check the identification, get a signature from your client and fax confirmation back to Legal Post once collected.
- At then end of each month we will invoice you for any items you have sent.

**[If you have any questions please call 01383 826726](#)**