



Guide for Host Exchanges

How to Process Call & Collect Tracked Mail

- You will receive a call and collect item addressed to an individual c/o your exchange address along with a tracked mail sheet.
- The sender will have contacted the individual to inform them when to collect the mail.
- When the individual comes to collect the item, please check their identification which should be either a passport, driving licence or utility bill.
- Get the recipient to sign the tracked mail sheet.
- Fax the sheet to Legal Post on 01383 826727.
- At the end of each month we will then raise the payment of £1.00 + VAT per item handled.

If you have any questions please call 01383 826726