

Your Requirements

When would you like KeepSafe to start?

When would you like KeepSafe to finish?

Please note that mail will be delivered to your address on the next delivery date after your KeepSafe has ended or it can be collected when the service has finished. Please indicate:

- Deliver Collect (Collection must be made within 48 hours of the finish date)

How long would you like to use KeepSafe? (PLEASE TICK)

- Up to 2 weeks £12.60 3 Weeks £18.90
 4 Weeks £25.20 2 Months £31.50
 3 Months £37.80

The above prices include VAT at the standard rate.

Now that you have completed your application form, please return it to us with your payment (to the Freepost address on the back page).

Cheques should be made payable to 'Isle of Man Post Office' or you may pay by cash at any Post Office Counter.

For further details please ask at any of our Post Offices, telephone our Customer Services on **01624 664664** or check our website: www.iompost.com

Terms and Conditions apply.

KeepSafe

Post Sauchey

Keeping your mail safe and sound wherever you may be

Need more information?

Helpline: 01624 664664

Fax: 01624 698464

Email: customer.services@iompost.com

Web: www.iompost.com



Isle of Man Post Office,
 FREEPOST 1167
 Postal Headquarters
 Douglas
 ISLE OF MAN
 IM87 6DL

January 2011

Isle of Man 
Post Office
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People to People

iompost.com

People to People

iompost.com

KeepSafe



If you're looking forward to your holiday or planning a business trip...

You may have remembered to cancel the milk and even arranged for someone to water the plants...

But what about your post?

A pile of letters behind your door might attract unwanted attention. If you usually ask a friend or relative to look after your mail whilst you are away, Isle of Man Post Office has a much more convenient and secure solution.

Introducing KeepSafe

An exclusive service designed by Isle of Man Post Office for the benefit of all our customers who are planning a trip away.

We can hold all your mail safely for up to three months.

To take advantage of this unique service simply complete the application form overleaf and either hand it in at any Post Office Counter or pop it in the post to:

KeepSafe Service

Isle of Man Post Office
FREEPOST 1167
Postal Headquarters
Douglas
ISLE OF MAN
IM87 6DL

Important Information

To give us ample time to process your request, please complete and return your application form at least one week before you would like the service to start. Cheques should be made payable to 'Isle of Man Post Office' or you may pay at any Post Office Counter. You may be asked for formal identification when applying for this service.

Prices quoted apply to one address, not each member of the household and are correct at the time of printing. The current maximum period of retention is three months.

As a security precaution, your mail will be delivered to your address on the next delivery date after your KeepSafe has ended or it can be collected. (Please note, if collecting mail, it must be collected within 48 hours of the finish date. Proof of identification and signature will be required).

Mail cannot be collected during the retention period. Collection only available at the end of the KeepSafe period.

Recorded items will be held for one week and Special Delivery items will be held for three weeks before being returned to sender.

Please note that KeepSafe is only applicable to letter mail. We do not retain parcels.

Make a note of your KeepSafe details here

Start date

Mail delivered on or next available delivery

Amount paid

Payment made

Application Form

Address

Postcode

Tel:

Your Consent

All individuals at the same address who would like their mail retained must sign below

1 First name Surname Initials Title

Signature

2 First name Surname Initials Title

Signature

3 First name Surname Initials Title

Signature

4 First name Surname Initials Title

Signature

Please supply any additional names and signatures on a blank sheet of paper.

Does this application cover ALL individuals who receive mail at this address? (PLEASE TICK)

YES

NO

KeepSafe Helpline 664664