LETSLETTERBOX

Application Form: Limited Company or LLP Partnership

	Primary Post Name	Director 2	Director 3
Applicant Name	Director or Partner		
Company Position			
Applicant's Current address			
Length of time at current address	Years Months		
Mail Forwarding. Please circle the method you prefer.	**Postal** **Scanned**		
Nominated Address For Forwarded Mail Service			
Email address For scanned mail service			
Phone number			
Mobile number			
DOB			
National Insurance or Social Security Number			
Nationality			
Passport No. Or Driving Licence No.			
ID Documents Listing	**App 1**	**App2**	**App3**
Passport			
Driving license			
International ID Card			
Proof of Address Documents	**App 1**	**App2**	**App3**
Utility Bill			
Bank Statement			
Credit Card			
Phone Contract			
Council Tax Or Rates Bill			

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Company or LLP Partnership details			
Company or trading Name			
Headquarters			
Company Registration no			

Conformation of Service

Please tick the relevant box below to confirm service required

SILVER PLAN			GOLD PLAN			PLATINUM PLAN		
This service will provide 1 x Registered office address Statutory Mail Scanned (only) Mail scanned 1 x Week Up to 10 A4 sheets			This service will provide 1 x Business name & 1 x Mail Box address. 1 x Registered office address All Mail forwarded 1 x Fortnight Or Mail scanned 1 x Week Up to 30 A4 sheets			This service will provide 1 x Business name & 1 x Mail Box address. 1 x Registered office address All Mail forwarded 1 x Week and Mail scanned 1 x Week Up to 40 A4 sheets		
MINIMUM CONTRACT & CANCELLATIONS			MINIMUM CONTRACT & CANCELLATIONS			MINIMUM CONTRACT & CANCELLATIONS		
Monthly contracts subject to 6 months minimum contract. Monthly contacts are subject to 2 month's notice for cancellation or payment of a £25 cancellation fee. A minimum of 1 months notice is required for all other subscriptions			Monthly contracts subject to 6 months minimum contract. Monthly contacts are subject to 2 month's notice for cancellation or payment of a £25 cancellation fee. A minimum of 1 months notice is required for all other subscriptions			Monthly contracts subject to 6 months minimum contract. Monthly contacts are subject to 2 month's notice for cancellation or payment of a £25 cancellation fee. A minimum of 1 months notice is required for all other subscriptions		
PAYMENT FREQUENCY			PAYMENT FREQUENCY			PAYMENT FREQUENCY		
MONTHLY By Standing Order	6 MONTHS In Advance	ANNUALLY In Advance	MONTHLY By Standing Order	6 MONTHS In Advance	ANNUALLY In Advance	MONTHLY By Standing Order	6 MONTHS In Advance	ANNUALLY In Advance
£5.50	£33.00	£60.00	£7.00	£42.50	£85.00	£17.50	£100.00	£190.00

If the service you need is not listed on our web site or catered for within the standard packages, please contact our office, as we can offer you a tailored package to suit your specific needs.

☐ I have read and accept Lets Letter Box Privacy Policy as detailed on www.letsletterbox.co.uk

☐ I have read and accept Lets Letter Box Terms & Conditions as detailed on www.letsletterbox.co.uk

Finally, can you indicate how you heard about Lets Letterbox? (Please tick the relevant box)

☐ Google ☐ Internet Search ☐ Website ☐ Facebook ☐ Billboard ☐ LinkedIn ☐ Other (Please Specify)

Once we have allocated you a letter box address you can start using it immediately or you can nominate a preferred start date for your mail service.

Preferred start date	