

Food Business Operator (FBO) Application Form

		OFFICE USE
	INSERT YOUR RESPONSES BELOW	ONLY
Applicant's Name		
Applicant's Home		
Address		
Business Name		
Business Address		
Company Reg'd No (If Applicable)		
Business EORI Number		
Business Structure	□Sole Trader □Limited Company □ Partnership	
(please tick)		
20.15	☐ Ltd Liability Partnership ☐ Other	
Mail Forwarding: (Please tick which	☐ Postal ☐ Email/scanned	
method you prefer)	- Postai - Ellian/scainleu	
Nominated Postal Address		
For Mail Forwarding		
(if Applicable)		
Nominated Email address		
For scanned mail forwarding		
service (if Applicable)		
Phone number(landline)		
Mobile number		
DOB		
National Insurance or		
Social Security Number		
Nationality		
Passport No. or Driving		
Licence No.		
ID Documents (Attach 1)	Proof of Address Documents (Attach 1)	
Passport	☐Utility Bill ☐Rates or Council Tax Bill	
Driving Licence	□Bank Statement	
☐International ID Card	Credit Card	



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Conformation of Service

Please tick the relevant box to confirm service required

Silver Plan	Gold Plan	Platinum Plan
This service will provide 1 x	This service will provide 2x Named	This service will provide 3x Named
Named Director & 1 x Business	Directors & 1x Business name	recipients & 1 x Business name
name	1 x mail box address.	1 x mailbox address.
1 x mail box address.	Mail forwarded 1 x Fortnight	Mail forwarded 1 x a Week
Mail forwarded 1 x Month	Or	And
Or	Mail scanned 1 x Week	Mail scanned 2 x Week
Mail scanned 1 x Fortnight	Up to 35 A4 sheets	Up to 40 A4 sheets
Up to 30 A4 sheets		
MINIMUM CONTRACT &	MINIMUM CONTRACT &	MINIMUM CONTRACT &
CANCELLATIONS	CANCELLATIONS	CANCELLATIONS
Monthly contracts subject to 3 months	•	Monthly contracts subject to 3 months minimum
minimum contract. Monthly contacts are subject to 1 months'	minimum contract. Monthly contacts are subject to 1 months'	contract. Monthly contacts are subject to 1 months' notice
notice for cancellation or payment of a £25	•	for cancellation or payment of a £25 cancellation
cancellation fee.	cancellation fee.	fee.
A minimum of 1 month's notice is required	A minimum of 1 month's notice is required for	A minimum of 1 month's notice is required for all
for all other subscriptions	all other subscriptions	other subscriptions

If the se	rvice you need is not li office, as			or within the stand age to suit your spe		ease contact our
	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	ı indicate how you hea	rd about Lets Le	etterbox? (Please	tick the relevant bo	ox)	
Google	Internet Search	Website	Facebook	Billboard	LinkedIn	Other (Please Specify)
	have allocated you a le for your mail service		ss you can start u	sing it immediately	or you can nom	inate a preferred
Preferred sta	art date					