

# Collection Request

To arrange collection of all your old franking equipment please complete this form and email to [irscmailbox@pb.com](mailto:irscmailbox@pb.com)

## Please Note the following:

All equipment must be placed in a sealed cardboard box; please ensure that any old address labels are removed or crossed out.

Please do not use shredded paper or polystyrene to secure the franking equipment.

The sealed box must be available for collection at your reception area or courier collection point.

The equipment will be collected by UPS within two working days upon receipt of this form.

**PLEASE DO NOT SEND ANY CONSUMABLES BACK WITH THE FRANKING EQUIPMENT**

<b>Model &amp; Serial number:</b>	<b>All Other equipment – NO CONSUMABLES</b>
Postage Unused (Credit) .....	Model..... Serial number.....
Postage Used (Totaliser) .....	Model..... Serial number.....
	Model..... Serial number.....

## Collection Details

Company Name:	
Address:	
Postcode:	
Contact Name:	
Collection Point:	
Contact Telephone Number:	
Total number of parcels:	
If access is not available between the hours of 9am – 5pm please give details:	