

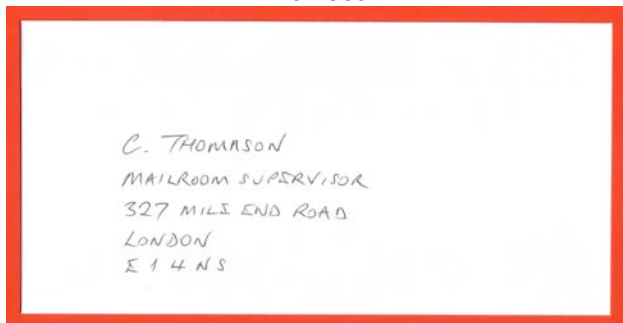
PRESENTATION OF POST TO THE COLLEGE MAILROOMS

To ensure your post is dealt with in a quick and efficient manner the following guidelines have been created on how post should be presented to the mailrooms.

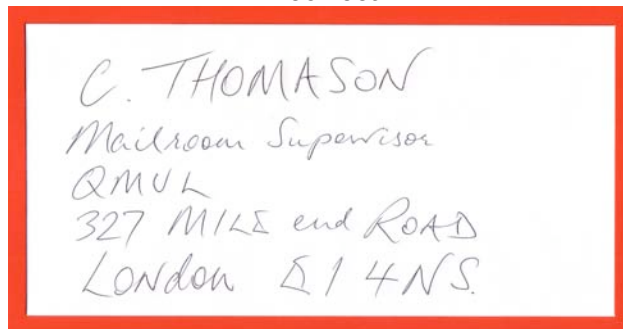
OUTGOING MAIL - UK and OVERSEAS:-

1. All addresses must be centralized on mail leaving enough room on envelopes for franking impressions, stamps and recorded and special delivery stickers.

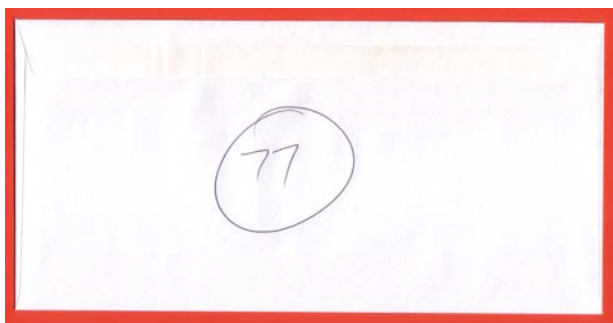
Correct



Incorrect

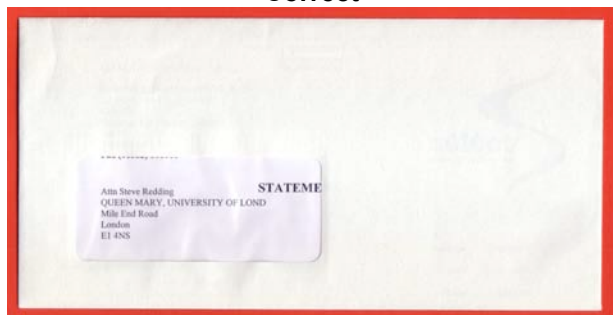


2. Each item of mail (letter or parcel) should clearly have the Departmental stamp or code number on the back. Do NOT put the number or the department stamp on the front of the envelope as this can lead to mail being returned by the post office.
 - a. Those departments that currently have a departmental stamp should ensure that the code number is legible or overwritten as large as possible.



3. All window envelopes must have the full address visible while ensuring there is no play within the envelope for the address to become obscured.

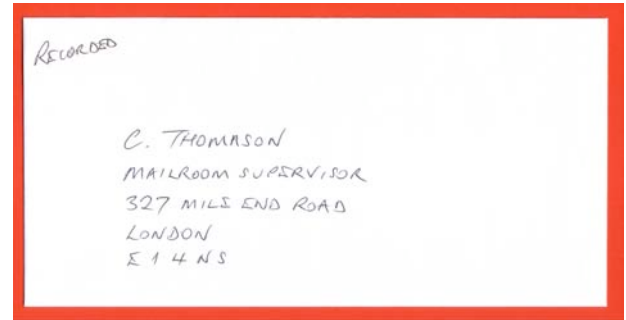
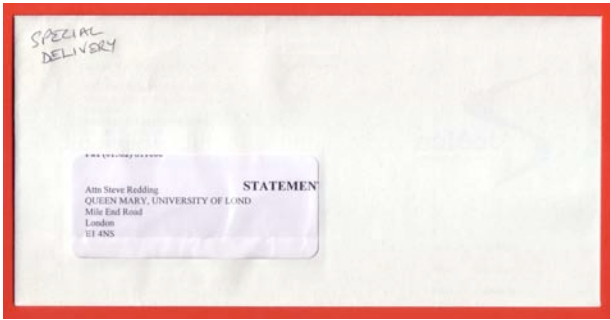
Correct



Incorrect



4. Recorded, International Recorded and UK Special Deliveries must have the service required written in the top left hand corner of items – NO POST-IT NOTES PLEASE.
 - a. If you are unaware of the correct service to use please ask a member of the mailroom staff.



OUTGOING PARCELS - UK and OVERSEAS:-

5. All overseas mail/parcels must have the following information supplied
 - a. On the back - Senders full details (including the departmental stamp and code number)
 - b. On the front - Recipient full address (preferably in the destination country style) including the country
 - c. If a parcel weighs more than two kilos please ensure that the recipient telephone number is included on the front and a detailed description of contents.

6. Should you wish to stipulate a preferred shipper (such as DHL or Parcelforce) the name should be written in the top left hand corner. (See # 4 above).
 - a. If you unsure which courier service to use for your particular parcel the mailroom staff will be happy to advise upon the most appropriate service depending on the individual needs i.e. timescale and/or security of item.

RETURNS

7. All mail that is returned to the mailrooms will be returned TO THE SENDER DEPARTMENT ONLY.

INCOMING MAIL – UK/OVERSEAS

8. When ordering items all staff/post grads should supply the delivery address using the following manner.

Recipient name	Chas Thomason
Department	Student and Campus Services
(+ room number/ area / building name if known)	Post Room
Site	Queen Mary, University of London
Address	327 Mile End Road
Town	London
Postcode	E1 4NS
Country	UK

N.B.	All mail for Whitechapel should be addressed to:	All mail for Charterhouse should be addressed to:
	NAME	NAME
	DEPARTMENT.	DEPARTMENT.
	Barts and the London School of Medicine and Dentistry	Barts and the London School of Medicine and Dentistry
	Post Room, Blizard Building	Post Room, John Vane Science Centre
	Turner Street, London	Charterhouse Square, London
	E1 2AT	EC1M 6BQ
	UK	UK

INTERNAL POST:

All internal addresses should be written in the following manner.

Recipient name	Chas Thomason
Department	Student and Campus Services
(+ room number/ area if known)	Post Room
Site	Mile End

Please use specific departmental names and avoid the use of institute acronyms such as QMUL, ICMS, SMD etc.