

CURTIS BROWN

Literary and talent agency

Our Post System



Services we offer...

- **1st class** (for regular letters, large letters, parcels) – standard Royal Mail service, usually next day - but not guaranteed!
- **International** – standard for sending letters out of the UK. Sending to Europe in 3-5 working days, and the rest of the world in 5-7 working days.



- **Signed For** – this doesn't get there any faster than regular first class but does require a signature on arrival – good for security and assurance that it will be handed over to someone on arrival.
- **Special Delivery Next Day 1pm** – this guarantees next day delivery before 1pm and requires a signature on arrival. This service can be tracked and comes with a money back guarantee as well as compensation up to £500.
- **International Signed For** – this doesn't get there any faster than the regular international option but it is tracked until it leaves the UK and requires a signature from the recipient on arrival. Good for security and assurance.



Courier service...

- We are using a local courier company (Excel) for all courier services:
 - Local (motorbikes/bicycles for around Central London)
 - Rest of UK (vans for outside Central London and across the UK)
 - Overnight UK (great way of sending heavy/bulky items cheaply)
 - International (Europe and Rest of World)



Things you need to know...

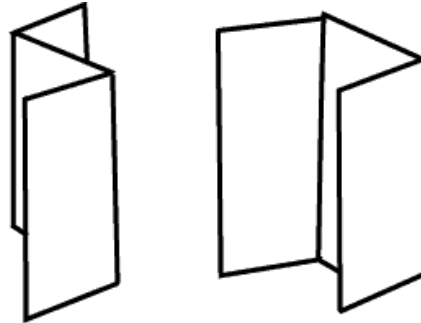
- Royal Mail will collect from our reception every day
- Post needs to be placed in the correct basket in reception for the service you require
- Please ensure all post items are given to reception by 4pm
- Anything given to reception after that time will be sent out the following working day



Things to remember...



- Rather than placing a just couple of sheets of paper in a large A4 envelope – can you fold them and use a small envelope? Sending a small envelope costs less money.



- Is it cheaper and quicker to send your important time-sensitive post item via bicycle rather than Special Delivery Next Day? Great for sending contracts to an address in the West End.

