**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**
   ![Correct Address](image1)

   **Incorrect**
   ![Incorrect Address](image2)

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.

   **Correct**
   ![Correct Departmental Stamp](image3)

   **Incorrect**
   ![Incorrect Departmental Stamp](image4)

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**
   ![Correct Window Envelope](image5)

   **Incorrect**
   ![Incorrect Window Envelope](image6)

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: NAME
DEPARTMENT.
Barts and the London School of Medicine and Dentistry
Post Room, Blizard Building
Turner Street, London
E1 2AT
UK

All mail for Charterhouse should be addressed to: NAME
DEPARTMENT.
Barts and the London School of Medicine and Dentistry
Post Room, John Vane Science Centre
Charterhouse Square, London
EC1M 6BQ
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):
   Site: Mile End

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