Mailmark Poll Card Quality Assurance

|  |  |  |
| --- | --- | --- |
| 1 | YOUR DETAILS | |
| COMPANY |  |
| MAILMARK PARTICIPANT NAME |  |
| PPI No |  |
| ADDRESS |  |
|  |
|  |
|  |
| POST TOWN |  |
| POSTCODE |  |
|  | |
| CONTACT NAME |  |
| TELEPHONE NUMBER |  |
| EMAIL ADDRESS |  |
|  | |
| ROYAL MAIL CONTACT |  |
| TELEPHONE No |  |

|  |  |  |
| --- | --- | --- |
| 2\* | MAILPIECE DETAILS |  |
| Please find enclosed 200 fully addressed mail pieces that meet the required service specification requirements. |  |
| Design check. – 10 fully addressed mail pieces that meet the required service specification requirements. |  |
| I would like my sample items returned. If I select ‘no’ these items will be destroyed as ‘confidential waste’. | Yes / No |

|  |  |
| --- | --- |
| Return Address | If you have selected for your samples to be returned and would like you samples returned to a different than your address above, please provide the return address below. |
| ADDRESS |  |
|  |
|  |
|  |

|  |  |
| --- | --- |
| \* | PLEASE NOTE |
| We will keep 7 samples for our own records for reference in the event of any future queries. |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 3 | SAMPLE ITEMS | | | |
| SAMPLE ITEMS ENCLOSED |  | YES | NO |
| NUMBER OF SAMPLE ITEMS |  |  | |
|  | | | |
| PRINT NAME |  | | |
| SIGN |  | | |
| DATE |  | | |

|  |  |
| --- | --- |
| 4 | POST TO |
| ACCREDITATION CO-ORDINATOR  ROYAL MAIL CUSTOMER SERVICES  DRAKE HOUSE  BREAKWATER ROAD  PLYMSTOCK  PLYMOUTH  PL9 7HW |