

Staff Initials

Certificate of Posting

This certificate will not be valid unless initialled and stamped by a Post Office® staff member.

Keep this certificate :	safe. It is your	evidence of posting	if you need to n	nake a compensation c	laim.

Date stamp

For Post Office® use only.

Please stamp and initial and hand back to customer.

Name	Address	Product	Enhanced compensation value	Contents value
Mr John Smith	60 Broad Street, Anytown, Shire, AB1 2CD	Large Letter First Class Recorded		AI114368040GB

In the event of loss or damage you are asked to produce this certificate as proof of posting. You may be able to claim compensation for a lost or damaged item sent inland provided it was sent in accordance with Royal Mail requirements (for more information see Royal Mail's Code of Practice).

To make a claim, please fill in a 'Lost or damaged mail' form - which you can get from any Post Office® branch. No compensation will be paid in respect of money or jewellery sent in the ordinary post.