



Certificate of Posting

RomanCart to insert Company Name & Address Here

Staff Initials

Date stamp

For Post Office® use only.
Please stamp and initial and
hand back to customer.

Saturday, December 10, 2011

Name & Address	Product	Tracking Number	Barcode Label
1 Mrs Muriel Smith, 55 Grasmere Avenue Sutton Coldfield, West Midlands B84 3DG	Royal Mail First Class Recorded	AI114368357GB	Attach self-adhesive bar code tracking label here
2 Mr David Jason, 124 Caling Croft New Ash Green, Longfield Kent. DA14 9PX	Royal Mail First Class Packet		
3 Mr Michael Bloggs, 95 Forestgate, Morecambe, Lancashire. LA5 3PD	Royal Mail Second Class Recorded	AI114368365GB	Attach self-adhesive bar code tracking label here
4 Mr Richard Hunt, 38 Church Street Ewell, Surrey, KT44 8AS	Royal Mail Second Class Large Letter		
5 Mr Graham Claxton, Alemar House Back Lane South, Wheldrake York. North Yorkshire. YO22 6DT	Royal Mail Special Delivery	AR114368284GB	Attach self-adhesive bar code tracking label here
6 Mr Tmo Ralfe, 5690 SW 98th Ave Miami, Florida. 33173 United States	Royal Mail International Recorded Air Mail	RJ837642061GB	Attach self-adhesive bar code tracking label here
7			
8 RomanCart to automatically insert details from 'Delivery Address' field (only if Despatch Type' field contains the phrase 'Royal Mail')	Insert details from 'Despatch Type' field on 'RC Sales Manager 'Despatches'	Insert details from 'Tracking Code' field on RC 'Sales Manager 'Despatches' (only if tracking code present)	Leave blank if tracking code not present
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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 Mails 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.