

Mailbox Rentals

Box	Monthly	3 Months	6 Months	12 Months
Standard	£20.00	£45.00	£60.00	£78.00
Premium	£25.00	£60.00	£80.00	£112.00
Gold	N/a	N/a	£100.00	£150.00

A One-Off admin fee of £20.00 is charged on all mailbox applications for due-diligence purposes.

Registered Office Mailbox

Our registered office Mailboxes are available from £30.00 per company per year. If you take out a 12 month Premium or Gold mailbox rental you will receive a free 12-month registered office for one company.

**** Please Note only official mail such as Companies House and HMRC correspondents will be accepted, all other non-official mail is returned to sender. We will also only hold Registered Office mail for a maximum of 3 months before it must be forwarded onto you ****

Director Service Address

Our Directors Service Address are available from £20.00 per individual per year.

Mail Forwarding

Have your mail forwarded to any address worldwide. Just advised us on the frequency you require your mail to be forwarded, Daily, Weekly, Fortnightly, Monthly or on request.

Deposit, minimum of £10.00 maximum of £500.00

Our mail forwarding service is completely free of handling fees, you just pay for:

Materials - Tamper Proof Grey Envelope - £1.50

Postage - Royal Mail postage rates - Starting at £0.95 (first class small letter)

Services such as forwarding mail as "signed for" and forwarding of Small and medium parcels will require us to make an attended at our local post office. There is a £2.50 admin fee for these services.

Apex House • Thomas Street • Trethomas • CF83 8DP

MailboxCSBS Ltd is a trading style of Caerphilly Small Business Services

Registered Office: Apex House, Thomas Street, Trethomas, Caerphilly, CF83 8DP. Registered in England and Wales Registration No: 11470009



Tel: 029 2085 1681 E-mail: admin@mailboxcsbs.co.uk Web: www.mailboxcsbs.co.uk

Not sure if your mail is Important or Junk?

At your request we can open and provide a brief description of the contents of your mail for just £0.25 per letter and £0.50 per parcel.

After your letter or parcel has been opened you can choose to have it confidently disposed of on site, forwarded to any address worldwide or for that "all-important piece of mail" we scan a copy directly to your email.

Please note under the new GDPR and Data Protection Act 2018 we will require written authorisation before we can open any mail. Once we have received authorisation any future mail you require opened can be done without delay and you can ring us to request this service directly over the phone.

Scan to Email

For just £2.50 you can have that all-important letter scanned and sent to you via email, allowing you the benefit of having it delivered directly in to your inbox the same day it's received by us.

**** First 5 pages (front and back) are £2.50 every page after is 50p per page ****

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