



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

MailboxCSBS – List of Services

Setting up your mailbox service is quick and easy - Simply download and complete the relevant application form and return this to us along with your photo ID. A single form of ID is required for the individual submitting the application.

We will process it without delay, and the vast majority of mailbox applications are completed and the service activated on the same day.

We offer a variety of different services and contract lengths, allowing you to pick the option which best suits your needs.

A One-off fee of £20 is charged on all new mailbox applications for administration purposes.

Our Standard, Premium and Gold services are all suitable for use by companies, individuals, trusts, and associations. Just pick the service that will work best for yourself.

More information regarding all our services can be found just below and a full price list is located at the bottom of this document:

If you have any questions or want to go through the information below in more detail, please don't hesitate to contact us directly on 02920 851 681.

Alternatively, you can also email us at admin@mailboxcsbs.co.uk with any questions.



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Standard Mailbox

Our Standard Mailbox Service is just £78 for a yearly contract and very closely reflects a PO box address in appearance.

You will be assigned a 4-digit mailbox number which must appear on all mail along with Mailbox or MB.

Under the Standard mailbox rental, you can have up to 4 companies, individuals or trusts listed on your account. Please find an example of this below:

Alex Smith
Smith Limited/Trust
Mailbox/MB 1234
Apex House
Thomas Street
Trethomas
Caerphilly
CF83 8DP

As you can see, the first two lines of the address list an individual name followed by a company/trust name (this could also be a trading style, association etc.).

However, these two first lines are optional, the only information that must be listed is your assigned 4-digit mailbox number along with Mailbox or MB.

The 12 month's Standard Mailbox Service is the most cost-effective service we offer, and we have found it suitable for most applicant's needs. For these reasons, it is the service we would most highly recommend.

Premium Mailbox

A step up from the Standard Mailbox and available for £112 per year, our Premium Mailbox Service lets you create a personalised professional address that better suits your needs.

You can assign up to 10 companies, individuals or trusts to a Premium Mailbox, allowing you to receive mail for multiple employees or trustees.

As well as this, you can customise your mailing address, as shown below:

Alex Smith
Smith Limited/Trust
Suite/Office/Unit 123
Apex House
Thomas Street
Trethomas
Caerphilly
CF83 8DP

Just like the Standard Mailbox Service, the first two lines of the address list an individual name followed by a company name (again, this could be a trading style, association etc.).

However, under the third line, you can assign a prefix to your address such as Suite, Office or Unit, creating a more professional and personalised appearance.

Again, the first two lines are optional and the only information which needs to be present is your assigned 3-digit mailbox number. The prefix is also optional and does not need to appear on any mail.

In addition, you are also allowed one FREE registered office per yearly rental. Each additional registered office is only £30 per year and directors' service addresses are available for an additional £20 per year, per director.

As the 12 Month Premium Mailbox Service includes a Free registered office rental for life, we would highly recommend this service for individuals with limited companies.



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Gold Mailbox

Our most bespoke service, available for £150 per year, the Gold Mailbox has no mailbox number assigned to the mailing address.

The address just lists your name and/or your company name (this could also be a trust, trading style, association etc.) followed by our address:

Alex Smith
Smith Limited/Trust
Apex House
Thomas Street
Trethomas
Caerphilly
CF83 8DP

Functioning like the Premium Mailbox Service you are again allowed up to 10 companies, individuals or trusts listed under a Gold Mailbox, allowing you to receive mail for multiple employees or trustees.

In addition, you are also allowed one FREE registered office per yearly rental. Each additional registered office is only £30.00 per year and directors' service addresses are again available for an additional £20.00 per year, per director.

Given the nature of the Gold Mailbox service, we only have a limited number of accounts available for rental. Please enquire directly for more information regarding this.

Under the Standard, Premium and Gold service mail can only be forwarded to one address per active mailbox account.



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Registered Office and Directors Service Address Package

Finally, we offer a package focused entirely around limited companies. This service is only applicable to Company Directors and Secretaries.

Available on 12-month contracts only, the package provides 1 registered office and 1 directors service address for £40 per year.

It functions in exactly the same way as the Standard Mailbox Service. You will be assigned a 4-digit mailbox number which must appear on all mail along with Mailbox or MB.

However, under this service only official mail such as Companies House and HMRC correspondences will be accepted.

You must also have all mail forwarded to you, at minimum, once every 3 months. This mail can only be forwarded to one address per active mailbox account.

All the services (including the Registered Office and Directors Service Address Bundle) come with mail forwarding included. More information regarding this process can be found below:

Mail Forwarding

Once your account is opened, it will have a mail ledger assigned to it. Your ledger details the amount of mail you have received and it will also show the amount of mail you have forwarded and the costs involved (if you have selected the mail forwarding option).

You can add funds to your ledger at any time by contacting us via email, an invoice will then be raised and sent to you for payment. These funds are then used to forward your mail to you upon your request.

We always advise (where applicable) customers to allow mail to build up for at least a week, at which point we can forward up to 6 large letters (on average) for the cost of 1 large letter by forwarding them all in a single mailing bag.

We don't charge any handling or holding fees and, as such, the average weekly mail forwarding cost for our customers is:

Royal Mail Large Letter -	£1.45
Grey Tamper Proof Bag -	£1.50

Total = £2.95

The Royal Mail postage fee is subject to change as a result of potential price increases.

You can make a deposit payment of £10 when submitting your application to cover future costs or you can address this once mail has begun to arrive for you.

Alternatively, you can come and collect your mail at any time during our office hours. We are also available should you need to collect mail out of hours, however this must be prearranged.



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Scan to Email

If you're expecting an urgent correspondence and need access to this information the same day, we also offer a scan to email service.

The first 5 pages (front and back) are £2.50. Please enquire directly for more information regarding this.

The Next Steps

At this stage, if you have any questions, please don't hesitate to contact us directly or send us an email and we will go through everything with you in more detail.

Alternatively, if you're happy to progress, you can make your way to the applications page on our website to download and complete your application. A link to our website can be found below:

<http://www.mailboxcsbs.co.uk/>

Once this is done, just email this to us along with a single form of photo ID and we will process it without delay.

We look forward to hearing from you.

Price List

Mailbox Service	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.