

## **A guide to posting Long Service Awards.**

If you are just posting a badge, pouch, and certificate it will probably be a large letter.

If you are including the box (30 year plus awards) it will be a small parcel.

Always take the items to the post office and ask for a proof of posting and a receipt – these do not incur any extra cost. If you have a proof of postage and a receipt you can claim for cost of missing item up to £20 plus postage after 10 working days. You will find all the information you need here: <https://www.postoffice.co.uk/mail/lost-and-damaged>.

If you are posting a 30 year or greater award send it special delivery – this will ensure its arrival and you will be able to claim if it is mislaid. You will automatically receive a proof of postage and a receipt.