

IMPORTANT INFORMATION

How to package a file being sent to us



If the file is small, use a plastic wallet rather than a box



Make sure the box is sealed with parcel tape on all sides



Make sure the label is secured by taping it down on all sides. If available, please use a document wallet provided



Make sure the label is fully visible on the side of the box



Do not use damaged or broken boxes



Do not overfill the boxes!



If sending multiple boxes then ensure you have requested the correct number of labels. Each box needs its own unique label. DO NOT photocopy or tamper with the label

If you have any questions please do not hesitate to contact us on 0161 830 8474
Find us online at www.costexperts.co.uk

Whilst MRN uses reputable courier companies and does all that it can to safe guard your package, we cannot accept any liability for any losses caused by files being damaged or lost in transit