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IELTS READING – Lost, Damaged or Delayed Inland Mail Claim Form S2GT1



IELTS READING Lost, Damaged or Delayed Inland Mail Claim Form Reading Practice Test has 10 Questions..

Before completing this claim form for lost, damaged or delayed mail you should visit www.royalmail.com to find out all you need to know about our policies. Alternatively you can get the details from our 'Mail Made Easy' Q1 booklet, available at any local post office branch. When you fill in the form,

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make sure you complete it in full, using the Q2 checklist that we have provided to help you. If you find that you do not have the evidence required to make a claim but would like us to investigate an issue with your mail service, the easiest way to do this is by visiting our Q3 website.

Lost items

If you wish to claim compensation for lost items, you need to send us original proof of posting, e.g. a Post Office receipt. If claiming for the contents of a package, you also need to provide proof of Q4 value, e.g. till item reference number, receipt, bank statement, etc.

Damaged items

When claiming compensation for items that have been damaged, you should send us the items themselves, if possible. However, if these are very large or unsafe to post, you may instead $_{Q5}$ provide photographs as evidence of the damage. Please retain the $_{Q6}$ original packaging (and damaged items, if not sent to us) as we may need to inspect them.

Time restrictions

We allow up to 15 working days for items to arrive, so cannot accept a claim for loss unless 15 working days or more have passed since the item was posted.

Claims for lost or damaged items must be made within 12 months of the postal date. Claims for delayed items must be submitted within 3 months of the date they were posted if the claim is made by the _{Q7} sender, or within 1 month of receipt if the claim is made by the recipient of the item.

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