



Post Office Acceptance Instructions

From Horizon home screen select 'Business Suite' 'PPI Mail Acceptance'.
Scan the Sales Order barcode and enter number of Mail bags accepted.
For further information, refer to Horizon Help.

Customer	Collection Date
	04/04/2026
	Series 1
	Page 1 of 1

MAIL CENTRE ITEMS
DOMESTIC SERVICES

Account Number	Service	Packaging Format	Declared Average Weight (g)	No. of Items
0758897000	BPL01 - Royal Mail 1st Class - GBR	Letter	100	1

ITEM SUMMARY

Accepting Officer is to sign below to confirm receipt of the items summarised below

Number of Bags	
Number of Pouches	
Collection Date	
Accepting Officer's Signature	
Collection Time	