

Postal Services ← Centre

The post office services contribute to the effectiveness of a ^{business} ~~organization~~ by enabling it to:

(i) communicate w customers & suppliers who cannot be contacted by phone. (Inland + Overseas Mail)

(ii) promote its products & make new bus contacts

through replies recd fr the public who do not hv to pay postage. (Bus Reply Service)

(iii) send mail to its Sales Representatives abroad (Poste Restante)

(iv) rec or despatch mail as quickly as poss. (Express Mail Service)

(v) provide record of mail despatched. (Certificate of Posting) / (Registration)

(vi) know when a registered mail is delivered. (Advice of delivery of registered items)

(viii) rec compensation for mail lost or damaged. (Registration)

(vii) rec mail wh were sent to an old address. (Redirection Service)

(ix) collect mail, except registered mail, at its convenience. (Private Letter Boxes)

(x) deliver & rec large quantities of mail w ease & w/out any long delay. (Private Letter Bags)

(xi) frank large quantities of mail at its own office at a fast rate. (Franking Machine Service)

(xii) make & rec payments. (PO Banking Service)

(xiii) despatch large quantities of mail w/out any correspondence to a single address at a rate cheap. (Third class Mail)

Typist: Pl start each numbered information with a capital letter.

SPELL
OUT