

FP FP Change my company details terms and glossary

If you are changing your company name or address:	License Fee	£20
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There will be an administration charge to apply to the Royal Mail for your new franking machine license, we will also update all of our systems with your new details ensuring that we have the correct contact information for you at all times.

If you move to another postal town:	Towncircle	£60
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If your company moves to another postcode or postal town i.e. from Dartford DA1 to Chelmsford CM1 then your town circle (part of the franking machine imprint or indicia that prints the postal town) must be updated according to the Royal Mail franking regulations, there will be a charge to design and send you your new town circle card

If you need to update your Company advert for return address only:	Advert	£60
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For our Optimail and T1000 machines - (an engineer will be required to update this machine for you and an engineer call out charge will apply)

You submit your new company details to us via the 'change my company details' form

For our mymail, optimail 25, 30, 35, ultimail and centormail machines -

We will design and issue a new town circle card which we will send to you for you to 'upload' the new town circle.

For our PostBase machine -

You submit your details to us via the online advert designer and we will design and upload the new advert to our servers ready for you to download to the machine (you just need to perform a £0 download) and restart the machine, your new advert will then be available to use in the machine.

Town circle, advert and license fee ordered together	Discount	£100
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Please select which options you require when filling in the 'change my company details' form and we will invoice you accordingly