



University of Essex

# Postage Slip

Department: \_\_\_\_\_

Account Code

Post should normally use the 5205 account code, exceptionally other codes may be used in agreement with your Faculty Accountant.

Cost Code

UK Post number items:    **First Class**             **Second Class**

**Europe**             **Rest of the World**

Please ensure all items are back stamped with your department details  
If you have any queries please contact the post room on x2064 or email [postroom@essex.ac.uk](mailto:postroom@essex.ac.uk)



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