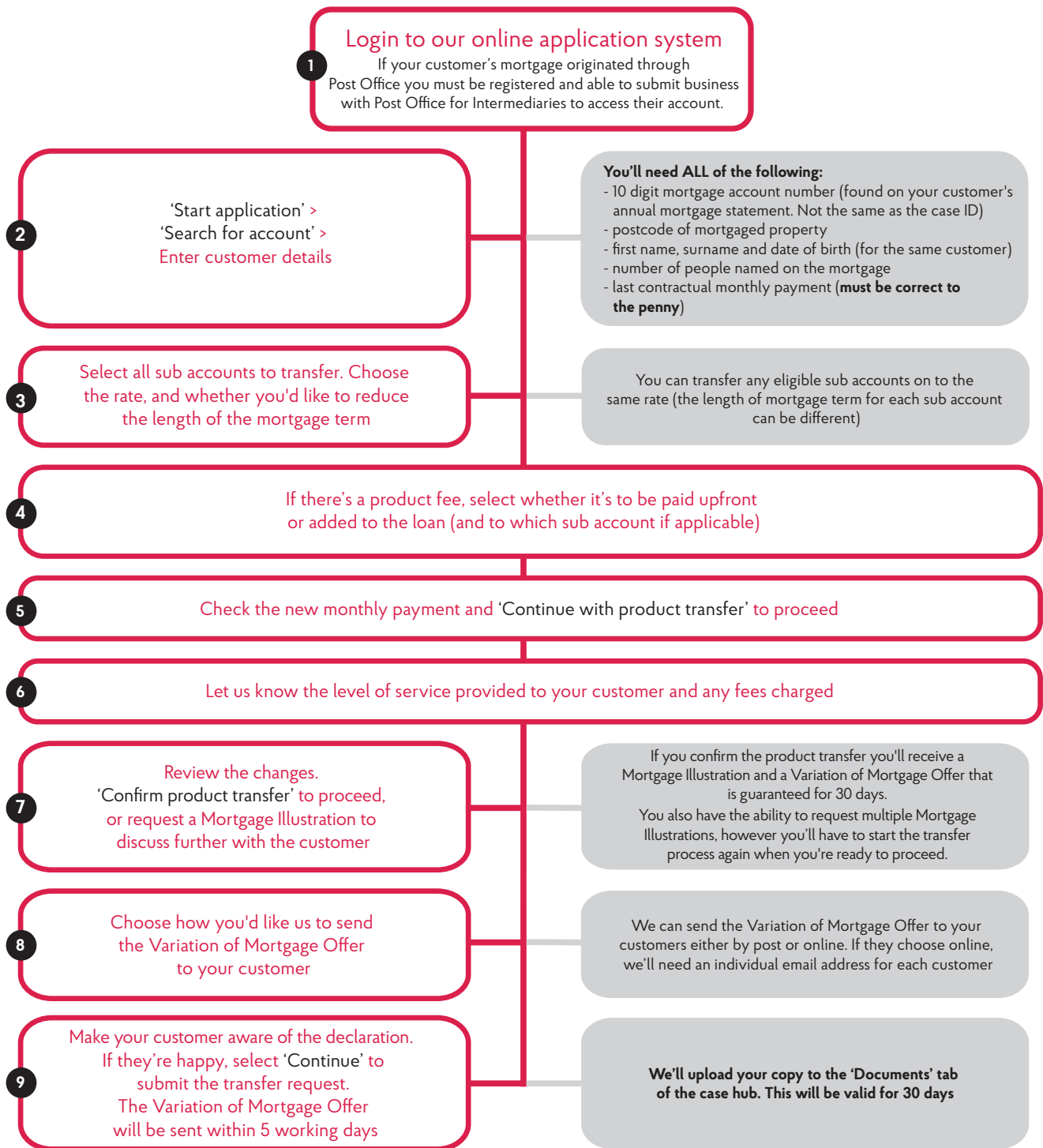


How to submit product transfers



To guarantee that your customer's product transfer takes effect from the 1st of the month after their deal finishes (or next month if their deal has ended), we must receive the following by **19th of the previous month or before their Offer expires:**

- Offer acceptance
- Any documents we've asked for
- The Product Fee (if applicable)

After this date, the product transfer may not take effect until a month later.

For more information visit www.postoffice4intermediaries.co.uk or call us on 0345 266 8928. Lines are open 8.30am – 6pm Mon to Fri. Calls may be recorded for training and monitoring purposes. Calls cost no more than calls to geographic numbers (01 or 02). Calls from landlines and mobiles are included in free call packages.

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