## DO

Use only one label per package.

Attach the whole label and make sure the label-fiseerandethe bar codeoits distorted.

Use the plastic envelopseusplith the Parcelforce driver wiless cand alignathagdispatch log.

Store packages securely until the driver arrives.

#### DON'T

Write on praddressed yellow labels or alter them in any way.

Pack scripts into paper envelopes as these are more prone to damage during transit.

Overfill envelopes.

# **Useful Contacts**

### Parcelforce

To book an adhoc collection, trace your parcel or find your nearest Post Office or Depot <u>www.parcelforce.com/educatio</u>n/dfe

For all other collection enquii0844 56 7998

### WJEC

To requesteplacement for lost or damate below for WJE Camplease use the email addresses below. Please provide your centre number and the paper code of the label required.

GCSE@wjec.co.uk

GCE@wjec.co.uk

Pathways@wjec.co.ufor Entry Level, Level 1/2 and Level 3 qualifications

For any other enquiries regarding the Yellow Labeyesterwikeels@wjec.co.uk