

Returning items free of charge to Edge Hill University Library via the Parcelforce express48 Service

- > Telephone **Parcel Force on 0344 800 4466**

A welcome message may play hold the line until it is finished for the Options Menu

- > **Options Menu** Select 1 – Business Account
- > When prompted quote account number **P094129** - Edge Hill University
- > When asked by the operator do you require a label please answer '**YES**'.
- > The operator will arrange the collection of your item(s) & you can track them until they reach Edge Hill.

***Please note pick up is Monday – Friday only, there is no weekend collection ***