



## **Haughton-Le-Skerne Post Office® is changing**

We recently asked your views on some key areas about our plans to change your Post Office to one of our new-look **local** branches. Although we received no comments about the possible changes, we have now reviewed and finalised our plans for the change to your branch. A summary of some of the main changes for you are provided below.

We've now finalised our plans and your new-look Post Office is scheduled to open at the current location on Thursday 28 June 2018 at 13:00. To make this change happen, the branch will need to close for refurbishment on Saturday 23 June 2018 at 12:30.

### **Your Post Office**

You'll be glad to know that most of what you like about your branch won't change. Your new Operator is keen to provide the same high standard of service as is currently received and will be trained to the same high Post Office standards.

### **The changes to your branch**

The new style Post Office will operate from an open plan counter, located at the retail till, enabling customers to carry out a wide range of Post Office products and services alongside retail transactions.

### **Your new opening hours**

When the new branch opens customers will benefit from longer opening hours:

Monday – Friday      06:00 – 20:00  
Saturday – Sunday    07:00 – 20:00

We already have over 2000 branches offering Post Office services in this new way. Feedback from customer satisfaction surveys supports that customers particularly like the longer opening hours the local style branch offers. This means that customers can choose to visit their local branch at times that suit their lifestyle better, whether this be first thing in the morning, during the day, or later in the evening, which also helps to spread customer visits throughout the day.

### **The availability of Post Office products and services**

The new-style local format is a simpler operating model than a traditional style Post Office. It is designed to handle products and services that are automated meaning that customers can be served quickly and efficiently and transactions processed more quickly. You may need to go to an alternative Post Office for a small number of transactions which are more complex or manual, paper based transactions, like Parcelforce Worldwide International Parcels. But the majority of services will still be available, including the acceptance of Royal Mail international letters, parcels up to 2kg and printed papers up to 5kg.




The small number of services that will no longer be available at Haughton-Le-Skerne Post Office will continue to be offered at Darlington Post Office.

## **Accessing alternative branches during the refurbishment**

We've been working with the postmaster to keep the refurbishment closure to a minimum and a poster is displayed in branch with details of the nearest alternative branches you can use. We're sorry for any inconvenience caused to you during this period.

Please look at the poster displayed in branch for more details about the change.

How to contact us:

-  [postofficeviews.co.uk](https://postofficeviews.co.uk)
-  [comments@postoffice.co.uk](mailto:comments@postoffice.co.uk)
-  FREEPOST Your Comments

**To get this information in a different format, for example, in larger print, audio or braille please contact the Customer Helpline on 03452 66 01 15 or Textphone 03457 22 33 55.**