

Forget that all important winter coat? Favourite blankie? Textbooks?

A few things to remember when sending packages of personal items!

You (or your parents, family etc.) can always send anything you forget by post, but follow these instructions to try to prevent any pesky delays!

- Be sure to describe the contents of the package as much as possible! Make sure everything is fully described – if they are new, used, their cost or worth to you etc.
- If the package contains personal belongings, please be sure to make this clear. A good idea is to write something like “All of the above are personal belongings of a short term student, the recipient”. This will hopefully stop any customs charges from being wrongly applied.
- USE METROGATE AS THE DELIVERY ADDRESS!! Don't use your own residence address because you won't always be there and packages usually need to be signed for – Metrogate has a 24/7 reception therefor someone can always sign for it! The address is:

Metrogate House
3-7 Queens Gate Terrace
London
SW7 5PE

If you have any difficulties with customs charges or packages being held you should ask [Pauline McKerrall](#) in Front Office, Foundation House.