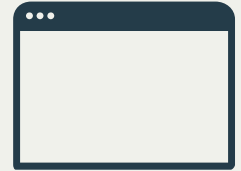


Stationery Deliveries

How stationery reaches you

1. Jobs go live

Jobs are pushed to the platform by the internal team or by clients and become visible on the platform.



2. Cancellation

Scribes have a two hour period to cancel a job after requesting.



3. Order placed with Prime

The order for your stationery is then sent to Prime.



4. Printing, Packing, Shipping

Your order is printed and packed by the lovely team at Prime and then sent out usually 48 hours after the order is placed but this takes longer in the Christmas period. It is sent via Royal Mail Next Day Delivery.



5. Royal Mail receive your parcel from Prime

Your stationery parcel is then handed over to Royal Mail from Prime for processing.



6. Royal mail deliver to you

The address in your writer portal is the address for stationery deliveries so please make sure it is updated. If you are having it delivered somewhere other than your usual address, you can edit the address when requesting the job after clicking 'I'm interested' and before confirming.

