



Quality Policy Statement

the
MAILSHOP

The Mailshop is a mail fulfilment house which addresses and sorts mail pieces ready for collection both nationally and internationally.


The board of Directors are dedicated to providing all clients with services which conform in all respects to their expectations and the company operates a management system which meets the requirements of ISO 9001:2015 and continual improvement.

This Policy, together with all other components of the Company Quality System are mandatory and will be observed by all who act, in whatever capacity, on behalf of The Mailshop. No deviation from prescribed procedures should take place without authorisation of a director.

The Managing Director accepts responsibility for communicating to all staff involved within The Mailshop commitment to quality and for ensuring that the Quality Policy is understood, implemented, and maintained. The Director has formally made this commitment towards the achievement of Quality Objectives.

Quality objectives will be reviewed and analysed regularly during management review meetings or when there are significant business changes.

Given the progressive nature of Quality Assurance, management undertakes to adopt any relevant improvements and developments which will serve to keep the company at the forefront in all quality matters.

Policy Approval					
Approved By	John Ellis	Job Title	Managing Director	Review Date	12/01/2024
Signed				Next Review Date	January 2025