



Shipping Policy

This is the Shipping Policy
of Commission Apostolic Trust Ltd

Adopted by the Board of Directors on 18.4.2018

Commission Policy Reference: No: 20

Version 1.0

Review date: April 2021

To be reviewed every 3 years or sooner in the light of new recommendations



Commission Shipping Policy

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Policy update and changes

Author	
Name	Miles Jarvis
Post	Director of Operations

Approval	
Name	Gary Wood
Post	Chair of Trustees

Record of changes		
Issue	Date	Detail of Changes
1.0	18.4.2018	Version agreed by Board of Directors



Introduction:

This is the Shipping Policy for Commission resources and merchandise.

Related policies and documents

This Shipping Policy is part of a suite of policies currently in operation. In particular, this policy should be read in conjunction with:

- Terms of Service
- Privacy Policy
- Returns Policy

Turnaround

All orders are shipped within 7 working days and processed Monday – Friday 9am – 5pm.

Carriers

We use the following carriers to deliver our orders:

- Royal Mail
- DHL

Order tracking

If a tracking number is provided by the shipping carrier, we will update your order with the tracking information. Please note that some orders using 1st Class Royal Mail may not have tracking numbers.

Shipping Rates

The rate charged for the shipping of your order is based on a flat rate, and your location. Before the final checkout page you will be shown what the cost of shipping will be, and you will have a chance to not place your order if you decide not to.

Back Orders

If an item goes on back order we will ship you the part of your order that is in stock. When the item becomes available we will ship you the rest of your order. You will not be charged any additional shipping and handling for the second shipment.