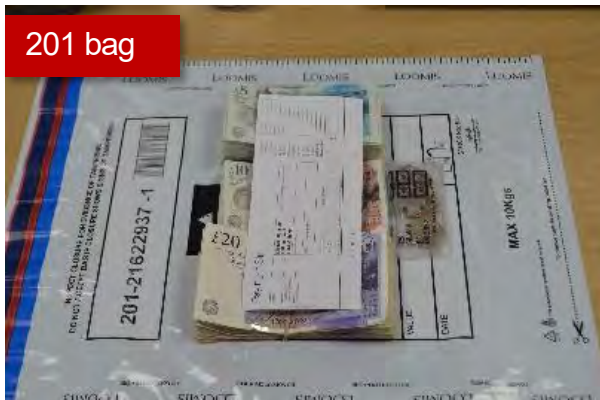


## Preparing cash for collection when Loomis will process it for you



- Each bag should contain just one credit
- Banknotes should not be folded or placed around each other to form bundles.
- Banknotes should be flattened and banded, with the Giro placed on top and sealed in a **201 or DTP** cash bag. **(If you are an inner bag processing customer, then it should be inside a 238 bag)**
- If there are any coins (up to a max value of £5) they should be in a separate sachet bag. All coin over £5 should follow 'Preparing coin for collection' standards below.
- No loose cheques - these should be placed in a **226 - Non Cash Only** bag
- Remove any staples or paper clips



## Preparing coin for collection when Loomis will process it for you

If your current service agreement allows, please consider the following when preparing coin for collection by Loomis.

- **Smaller volumes**  
Mixed value coin are acceptable but must be loose in a **205 Coin Only** bag and weigh no more than 5 kilos.
- **Larger volumes**  
Coin should be placed in cash denominated / coloured coin bags to the full marked value (i.e. £500 in £2, £500 in £1, £250 in 50p, £250 in 20p, £100 in 10p, £100 in 5p, £20 in 2p, £20 in 1p) and those bags placed inside a **205 Coin Only** bag.

**OR**

Coin can be placed in sachets (£20 in £2 or £1, £10 in 50p, £5 in 10p or 5p and £1 in 2p or 1p) and then placed in cash denominated / coloured coin bags to the full marked value as above and placed in a **205 Coin Only** bag.