

# **DOs - Help Us Keep Things Running Smoothly!**





- Scan all inner (238) bags before sealing the outer bag scanning is essential!\* (Not required if you order your bags in bulk and pay per order).
- Use the dedicated cheque bag (226) for all cheque deposits.
- Use dedicated coin bags (205) for excessive coin. Excessive coin is classed as anything over £5 in loose change.
- Place your own initial order if you have a Loomis barcode only order for your site.

# **DON'Ts - Avoid These Common Mistakes!**



**Do not** share bags with other stores – each site must use its own.

**Do not** misuse bags – they are for specific purposes only.

**Do not** seal the outer bag before the driver scans all 238 bags.

**Do not** order bags for other sites – each location is responsible for its own.

\*If you take your bags to another location to be collected the location that has the barcode will order bags and ensure all bags are scanned.

**Do not** pack 205 coin bags into any other bag.

**Do not** pack 226 cheque bags into any other bag.

# **Packing your Cash!**





#### **238 BAG**

Most common for differentiating tills or Daily Banking Place your cash into the **238 bag** with your paying in slip and seal the bag.

Place this bag into a larger 201 bag do NOT seal this bag.





201 bag

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## **201 BAG**

For any takings over £5000 in notes and upto £5 loose change please place into a **201 bag** with your paying in slip and seal the bag.

ENSURE ALL BAGS ARE SCANNED WHEN SERVICES ARE COMPLETED

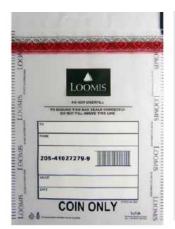


### **DTP BAG**

Most common for daily banking or minimal banking.

For any takings up to £5000 in notes and up to £5 loose change please place these into a DTP bag with your paying in slip and seal the bag.

Do NOT place these into any other bags and ensure all are scanned during your collection service.



## **COIN BAG**

Place **coin** in this bag with a paying in slip and seal the bag ready for collection.

Do NOT place inside any other bags.



## **CHEQUE BAG**

Place **cheques** in this bag with a paying in slip and seal the bag ready for collection.

Do NOT place inside any other bags.