

## Follow these 4 easy steps to get your cash4coins...

- 1 Weigh your coins and list your banknotes (optional) on the rear.
- 2 Please read our terms of business then complete and include with your currency.
- 3 If you are using our courier service a label will be emailed to you.
- 4 If your coins are being sent by Royal Mail cut out the label below and add your email address for notification of arrival.

C4C Mail Centre  
 79 Friar Street  
 Worcester  
 WR1 2NT

Write your email address below please to be notified of receipt:

Name: .....  
 Address: .....  
 .....  
 Postcode: ..... Email:.....  
 Telephone: .....  
 Weight of coins: .....  
 List notes on rear of form or simply include .....

By completing this form you are agreeing to our terms and conditions printed with this form on page 2

**This form is for donations directly to this charity.**  
 100% of the payment is made on your behalf with a receipt from the charity for the payment emailed to you. Please sign the gift aid declaration to allow the charity to reclaim the tax portion of the donation.

**Gift Aid This Donation.**  
 Gift Aid is a scheme that allows any charity to claim a refund on tax the donor has paid on the money given. It is necessary that you are paying sufficient tax (on income, investments, savings or on capital gains) to cover your donation. If you are a U.K. taxpayer the charity can claim an extra £2.50 for each £10 you give. You only need to sign the declaration below — and that is all!

The completed information below is your declaration that you are willing for the Charity to recover the tax. The Charity will regard your donation and declaration as confidential.

*I am a UK tax payer at the above address and request that the charity claim gift aid on my donation.*

Name .....

Signature ..... Date .....

We endeavour to sort and value your currency in 3-14 days and to forward your donation. A receipt from the charity will be emailed to you once payment is completed.



C4C Office use: COLLECTION ROUTE	DATE:	NAME:	SIGNATURE:
Received date:	WEIGHT:	CH1:	CH2: SUP: REF:201/



**Terms and Conditions:** January 1st 2012

1. Cash4coins offers a transparent service to exchange most coins and notes including many obsolete currencies from around the world including old UK, Irish, Scottish, Channel Islands and Isle of Man coins and notes.
2. Currency that is no longer exchangeable does not need to be sorted from other currency and we will pay the scrap value of £1-£2.50 per kilogram to ensure that customers postage costs to us are covered. Scrap coins included in coins that have been collected at our expense may not be purchased unless from a registered charity.
3. Collection of currency achieved with the use of our marketing material must be sent complete with no currency removed that reduces our element of profit.
4. Cash4coins will not be responsible for any loss via Royal Mail prior to acceptance at our mailing centre.
5. All packages sent to cash4coins must be by recorded delivery or our drop off or courier collection service.
6. Large volumes of currency will be collected free of charge by our secure collection service.
7. Upon receipt of secure packages all postage will be signed for, weighed and photographed.
8. Packages arriving marked as damaged by the Royal Mail will be secured, weighed and photographed and the damage/details forwarded to the sender.
9. Currency can be delivered personally to our mail centre. It will still require the normal timescales for payment and exchange on delivery is not possible.
10. We will notify all customers of receipt of their currency by email. An email address must be provided for all quotations to purchase currency and clearly written on the OUTSIDE of the package below our address.
11. While all care will be taken during the sorting and counting of the currency we cannot guarantee accuracy above 98% due to the many similarities between currencies.
12. All quotations will be sent within 3-14 days of confirmation of receipt for 50kg or less. Completion dates for amounts over 50kg will be individually agreed.
13. We must receive an email confirming that you accept our purchase offer. Telephone notification is not acceptable.
14. If we do not receive acceptance of our offer in 14 days the currency may be sold and payment forwarded as per our quotation to buy. We must minimise the volume of currency held in case of large changes in values due to natural disaster or acts of terrorism.
15. Scrap currency returned may not be the actual coins received due to the sorting and storing procedures we operate. It will be of an equal value or we may at our discretion purchase the scrap to recycle and return all other currency.
16. Returned currency may not be the exact coins or banknotes received and we will at our discretion send larger denomination coins or banknotes of an equal value to reduce return postage costs.
17. Cash4coins will report any circumstances necessary to comply with Anti-money- laundering-regulations.
18. Cash4coins will endeavour to ensure any currency with a collectable value is identified but cannot be responsible for currency that is not identified and is subsequently exchanged at our quotation rate.
19. Collectable currency will be itemised, valued and an offer to buy or return the individual currency will be made separately to general currency offers.
20. Any currency that is damaged, soiled or otherwise not easily identifiable may be regarded as scrap during our inspection of the currency.
21. Cash4coins reserves the right at any time to return the currency without payment and without compensation for postage. This is regardless of any offer to purchase being made or accepted.

