




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

- 1 Complete your payment and contact details below and include this form with the currency.
- 2 If you are using our courier or drop off service a label will be emailed to you. Packing instructions are on our website.
- 3 If your currency is being sent by Royal Mail cut out this label and add your email address for notification of arrival.

 <p><b>C4C Mail Centre</b>  <b>79 Friar Street</b>  <b>Worcester</b>  <b>WR1 2NT</b></p>	<p>Write your email address here please to be notified of receipt:</p>
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Name: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_ Email: \_\_\_\_\_ Date: \_\_\_\_\_

Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_

*By completing this form you are agreeing to our terms and conditions printed with this form.*

**Please print, complete and send with your currency. If you require any help please contact us at [admin@cash4coins.co.uk](mailto:admin@cash4coins.co.uk) or call 0161 635 0000.**

**For large or regular volumes of currency please contact us and we will always offer the highest rates.**

**PACKAGING** Instructions are on our website or please call for advice.

**C4C Office use only.**

Date received	<input type="text"/>	Package weight	<input type="text"/>	Expected weight	<input type="text"/>	Free post Yes/No	<input type="text"/>
Arrival email sent date	<input type="text"/>	Estimated sort date	<input type="text"/>	Actual sort date	<input type="text"/>	Sort team	<input type="text"/>
Value	<input type="text"/>	Recycle weight	<input type="text"/>	Offer sent date	<input type="text"/>	Offer accept date	<input type="text"/>
Payment type (CQ/BACS/PP)	<input type="text"/>	Cheque number	<input type="text"/>	Payment date	<input type="text"/>	Payment email sent	<input type="text"/>

Additional information.

**100% of the payment for this currency will be made to:**

**The Kingsway  
Ewell  
Surrey  
KT17 1NB**



**Glyn  
School**

**Charity/School Donation**

I request that my payment is made to the charity/School

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***We endeavour to sort and purchase your currency in 3-14 days.***

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### **Terms and Conditions January 1st 2013**

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. Organised collections of currency achieved with the use of marketing material provided by cash4coins must be sent complete with no currency removed that reduces our element of profit.
3. Cash4coins will not be responsible for any loss via Royal Mail prior to acceptance at our mailing centre.
4. All packages sent to cash4coins must be by recorded delivery or our drop-off or courier collection service.
5. Large volumes of currency will be collected free of charge by our secure collection service.
6. Packages arriving marked as damaged by the Royal Mail will be secured, weighed and photographed and the damage details forwarded to the sender.
7. 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. Mon-Fri 9am – 5-30pm, Sat 10am – 4pm.
8. We will notify all customers of receipt of their currency by email. An email address must be provided with currency and clearly written on the OUTSIDE of the package below our address.
9. 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.
10. Any currency that has been incorrectly identified by the customer will be exchanged where possible.
11. Currency will be exchanged at our daily rates on the day of sorting. The offer will be fixed at that rate..
12. All payments will be sent within 3-14 days of confirmation of receipt for 50kg or less. Weights over 50kg will be individually agreed in advance.
13. Non redeemable currency will be purchased as recyclable metal between £1 and £2 per kilo.
14. 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.
15. 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.
16. Cash4coins will report any circumstances necessary to comply with Anti-money- laundering-regulations.
17. 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 daily exchange rate.
18. We will confirm payment to you by email once sent. Payment will be made on the exchange rate printed on your form subject to it having been received within 14 days of that date. We reserve the right to return currency due to large exchange rate fluctuations due to natural disaster, acts of terrorism, computer error or other unforeseen circumstances.
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 coins that are damaged soiled or otherwise not easily identifiable may be regarded as scrap/recycled metal during our inspection of the currency.
21. Any banknotes that have been damaged, repaired or are badly soiled will be exchanged as old currency.
22. Cash4coins reserves the right at any time to return the currency at our expense without payment.