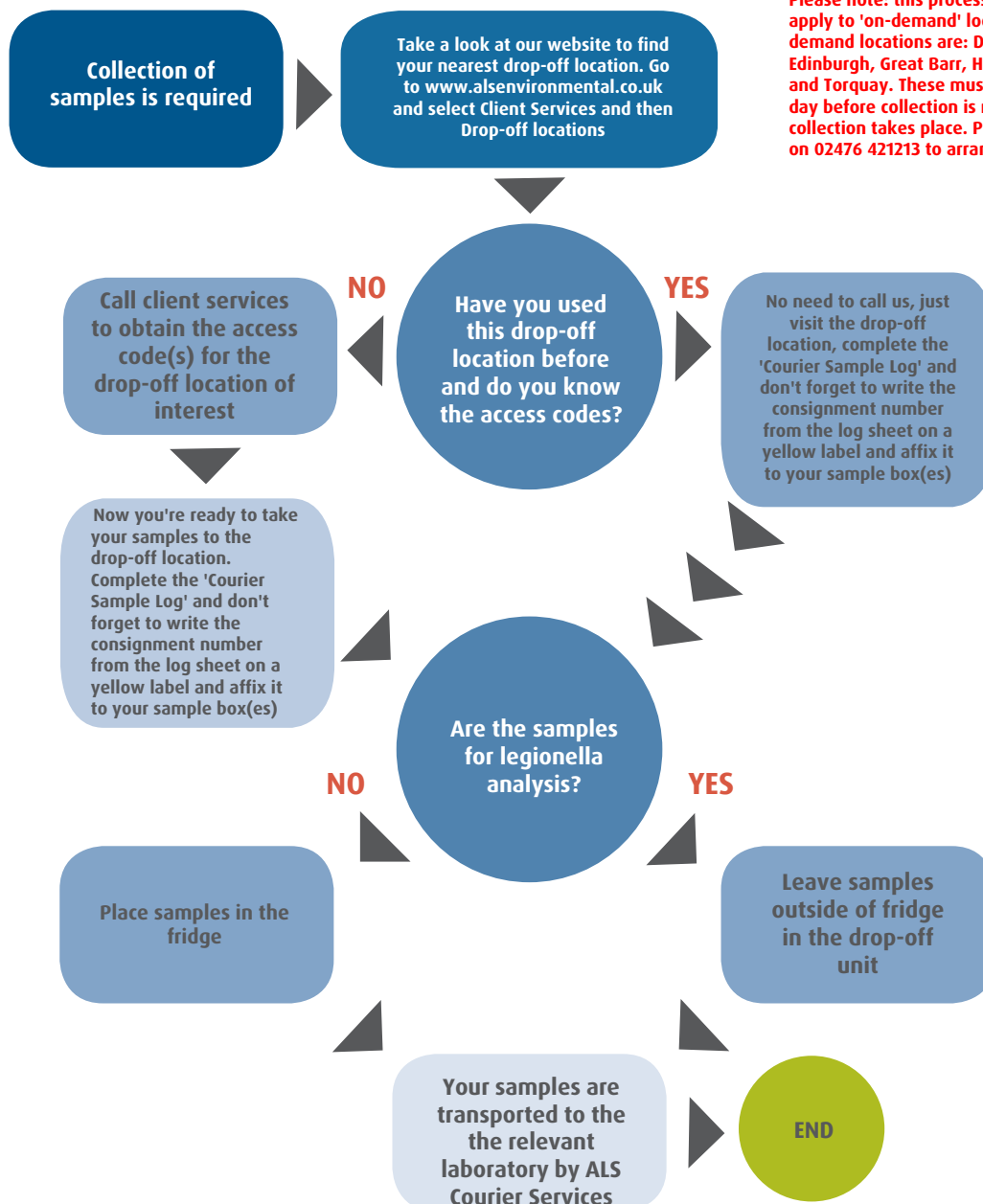


# Using a drop-off location



**Please note: this process flow document does not apply to 'on-demand' locations. Our current on-demand locations are: Dundee, Durham, Edinburgh, Great Barr, Hull, Maidstone, Norwich and Torquay. These must be booked by 4 pm the day before collection is required to ensure a collection takes place. Please call client services on 02476 421213 to arrange.**