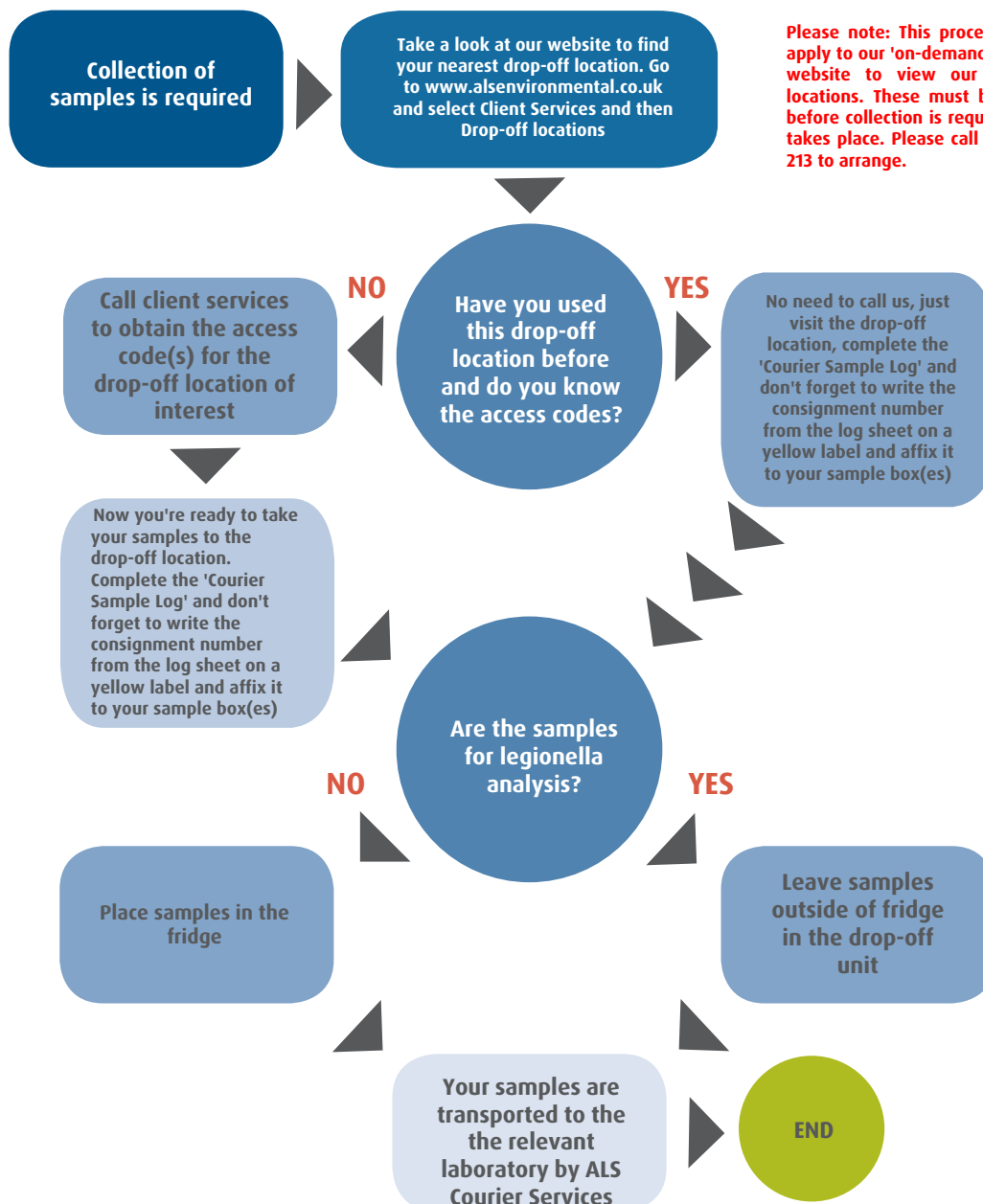


Using a drop-off location



Please note: This process flow document does not apply to our 'on-demand' locations. Please check our website to view our latest list of on-demand locations. These must be booked by 4pm the day before collection is required to ensure the collection takes place. Please call client services on 02476 421 213 to arrange.