



Dear Supporter,

Thank you for supporting our fundraising by collecting foreign coins. Every box that you fill and return could be worth up to £50. We know you will want to ensure the charity gets maximum benefit from your efforts, so here's some guidance as to what can be returned in the box and what shouldn't.

## Include these

Old British decimal coins (the heavy ones!)  
All foreign banknotes, no matter how old  
All foreign coins  
Gibraltar, Isle of Man, Jersey and Guernsey currency

## Don't include these

Old British pre-decimal pennies  
Gaming Tokens  
Transport Tokens

Why don't we want old pennies? Well, they're very heavy and virtually all are worthless. Some contain a lot of copper, but it's illegal in the UK to melt them down or destroy them – only the government can do that! So please leave them out of any collection you send back. Speaking of heavy things, please read the next section carefully.

## Health & Safety advice

Coins (and banknotes) are perfectly safe to handle, the problem comes when you pack them into coin bags or put a lot of coin bags in the return box, **it can hold up to 7kg of coins**, about the same as two house bricks! Even a packed bag of coins can weigh up to a kilogram, and once full will be "solid", so please take care when you're packing or transporting coins.

## What's in the Pack

Your Collection Pack should contain the following items: A small white postal box, some bubble wrap, this leaflet (!) and 2 coin bags. If for any reason anything is missing, please let us know.

## What to do once you've collected your coins

**IMPORTANT: Please do not return a box until it contains a minimum 3kg of coins; otherwise the postage costs outweigh the return to the charity.**

First of all, don't sort the coins, they will all be thoroughly sorted when they get returned to our partner and pre-sorting is not necessary. Secondly, please do not take out any coins you think look interesting or might be valuable. In both cases you may be right but our partner will pick up anything that's out of the ordinary and make sure they get the maximum value from any such items. Also, please do not take out Euro coins. Your understanding is much appreciated.

To prepare the coins for return, please fill up the coin bags as tightly as you can then use the adhesive tape to wrap around them tightly so that they are "solid", they shouldn't be able to rattle in the bag. Wrap a layer of bubble wrap around each bag, securing it with tape, line the box with bubble wrap and packing the coins bags in as tight as possible. Try to make sure that there is bubble wrap around the inside side walls of the box and try to use it all to fill in spaces. **Lastly, make sure you include the tear off slip before you close the box over making sure the flaps are tucked into the side slots.** Take the closed box and tape the bottom of the closing flap to the bottom of the box with several strips of tape. Then use the tape to wrap around the box 3 or four times so that all the sides are 'closed'. This will help make sure the box can't come apart in transit.

**please turn over:**

## **When you're ready to send the coins**

You have several options to return the coins, none of which will cost you anything. Please contact our partner, Xchange Master Ltd by email ([rcc@xchange-master.co.uk](mailto:rcc@xchange-master.co.uk)) or you can call on 0141 328 9357. You have several options:

- Courier pickup from your workplace
- Drop off to a DPD 'collection point'
- Drop off to a Hermes 'parcel shop'
- Drop off to a UPS 'access point'

We realise that different supporters will prefer different methods, for courier pickup from a business location there has to be someone there to hand over the parcel and unlike the Royal Mail their pickup time is very variable. If you want to use the 'drop off' service, when you contact Xchange Master let them know where you would prefer to drop the parcel off. There are lots of Hermes/UPS/DPD locations and they'll find one that's as close to your location as possible and send you a pre-paid label in the post. Drop off can be made at any time at your nominated location depending on their opening hours. You can't use a Hermes labelled parcel at a UPS/DPD location or vice versa.

Again, please be very careful when moving the packaged box about.

Thank you for collecting coins for The Rural Coffee Caravan, please make sure you fill in the tear off slip below to let us know who you are and your parish/workplace/school/shop so that we can make sure you get credited with the coins value. You can also request one or more replacement Coin Packs. You might also be interested in collecting used stamps for us, if you would like us to send you a pre-paid envelope, please tick the box on the form.

***Thank you for your donation!***

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**Name:** .....

**Address:** .....

.....

.....

**Postcode:** ..... **Email:** .....

**Please send me \_\_\_ replacement Coin Pack(s)**

**I'd like to collect used stamps for The Rural Coffee Caravan, please send me a Collection Pack**