



# The Collection Cycle



Schools/Suppliers calls our  
Customer Service Team  
01372 751 170



The collection request is entered on our purchasing system and a tracking reference for the cartridges is issued. Supplier labels packages with tracking reference

POR12345



The collection statement is sent to the supplier, together with a cheque for the previous months collections



Collection is made by our carrier within 2-3 working days and cartridges are delivered to our warehouse



A Collection Statement is raised for each tracking reference, giving details of cartridges received and their value



Cartridges received are input on our purchasing system against the tracking reference

Cartridges are inspected and a detailed list of items received under each tracking reference is compiled



# The Freepost Cycle



The statement is sent to the supplier together with a cheque for the previous months collections.



The freepost bags are received at our warehouse inspected and assigned against your account number.



A monthly statement is raised for the total value.