



Managing **cash** in society



INSTRUCTIONS FOR CHANGE MONEY ORDERS

How to order change money

You can order change money as a single order or make a subscription until further notice. If you choose to have a subscription until further notice, you will automatically receive the same previously selected batch of change money every week on a selected weekday. You can also change the amount and the delivery day, should the previous day and amount not suit your business anymore.

Before being able to order change money, you need to make a debit authorization with your account bank. Your account bank will send this authorization to our customer service. Change money orders are made on the Loomis web portal. Please contact Loomis' customer service for web portal access. As required, change money can be also ordered by email. For email orders, Loomis' customer service will send you an order form.

Deadline for change money orders

Change money orders must be made two (2) business days before the set delivery day by 12 PM (midday) at the latest. For example, if your delivery day is Monday, the deadline for a single order is Thursday 12 PM.

All cash deliveries and collections will be cancelled on bank holidays. If your business needs a substitutive service day during bank holidays, please contact our customer service. Also, if you need change money on a short notice, please contact our customer service and we will do our best to arrange it for you. These substitutive service days and extra deliveries will be subject to an extra charge.

Denominations and amounts

You can order all euro notes and coins except 1 and 2 cents. On the debit authorization, your company will define the maximum amount of change money per day. The web portal will not allow you to exceed this limit. If you are using the email form for orders, the limit will be visible the form.

Small notes (5 €, 10 € and 20 €) can be ordered only in bundles of tens or hundreds. For example, you cannot order 18 pieces of 10 € notes, but 10 pieces or 20 pieces are possible. Coins can be ordered in rolls or bags of thousand. A bag of thousand contains thousand (1000) pieces of loose coins.

The coin amounts and values of the coin rolls

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|---------|---------|---------|
| 2 € | 25 pcs. | 50.00 € |
| 1 € | 25 pcs. | 25.00 € |
| 50 cent | 40 pcs. | 20.00 € |
| 20 cent | 40 pcs. | 8.00 € |
| 10 cent | 40 pcs. | 4.00 € |
| 5 cent | 50 pcs. | 2.50 € |