



Brink's Required Deposit Procedures

Brinks has implemented a new deposit procedure. Supporting documentation from Brink's is on page two.

The below outlines required deposit procedures to ensure a successful deposit. Please note that if these instructions are not followed, there may be the possibility of deposits not being accepted. In that case, we will notify you and your deposit will have to be redone following the below procedures.

- **When preparing a deposit, remember to record the amount on the outside of the deposit bag.**
- **Ensure that information on deposit bags are legible, including the dollar amount. Do not use gel pens, they smudge.**
- **Depositor's name and phone number should be written on the bags in case quick contact needs to be made.**
- **When closing the bag, leave the barcode uncovered.**
- **Brinks only wants the bag number and the amount in each bag logged in the deposit book (example provided in the deposit book in ADM 006).** For example, if you have two deposit bags you separate the amount of cash that will fit in the first bag and record the amount fitting into that bag only. Then you do the same for the second bag (Bag 1=\$100.00. Bag 2=\$300.00). When you complete the deposit sheet, you will mark your Speedchart and the amount of each deposit bag using two lines.
- **DO NOT write bag 1 of 2 or bag 2 of 2.** Brinks specified that if bags are marked in this manner with only one total and do not indicate separate amounts per bag that they won't be able to take the deposit.
- When Brink's picks up the deposit, they cross reference what's written on the bag to what's written on the deposit sheet. The information needs to be consistent.



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Dear valued customer,

With the introduction of the new Field Force Automation (FFA) within the Brinks Kelowna Operation, we are requesting the following prior to your pick up;

- No longer can we accept multiple parcels for (1) one value and (2) two barcodes / seal numbers (ie: 1 of 2, 2 of 2). Each deposit bag must have its own value and barcode (barcode provided by the messengers of Brinks Kelowna) on the front of the bag in a visible area

Should you have any questions or concerns, please contact the management team at (250) 862-3244.

Thank you,

Kelowna Management