* This sheet should be printed off and placed **INSIDE** your sack of tennis balls.
* On rare occasions, courier services lose or damage the labels attached to the sack, so we need the information inside to identify you once we receive it.
* In most cases, the sack still finds its way to us, as we receive dozens each week.
* If there are no sender details inside, then we have no way of identifying you and cannot make a

payment.

* All sacks are weighed and photographed on receipt so we can challenge the couriers on your behalf if there are any complaints.
* Please take the time to read our acceptable standards on our website [www.recycaball.com](http://www.recycaball.com)

Where you will find details of the types of balls that are acceptable to send, and the standards of balls that we can recycle and pay for.

|  |  |
| --- | --- |
| **Date:** |  |
| **Number of balls sent:** |  |
| **Name:** |  |
| **Club:** |  |
| **Address:** |  |
| **Telephone:** |  |
| **Email:** |  |
| **Bank account name:** |  |
| **Sort code:** |  |
| **Account number:** |  |

Useful information when packing your shipping sacks!

* 250 standard tennis balls in a sack weigh approximately 14.5kg
* 275 standard tennis balls in a sack weigh approximately 16.0kg
* All sacks are weighed by us on receipt.
* The cable ties we supply are reusable, please do not cut them – just tuck the ends away neatly.
* The shipping sack you receive will come with a return shipping tag attached for the courier to stick their label to – please leave it on the outside of the sack.
* It is far easier for us to process your balls if they are not in plastic bags, or black bags inside the sack.