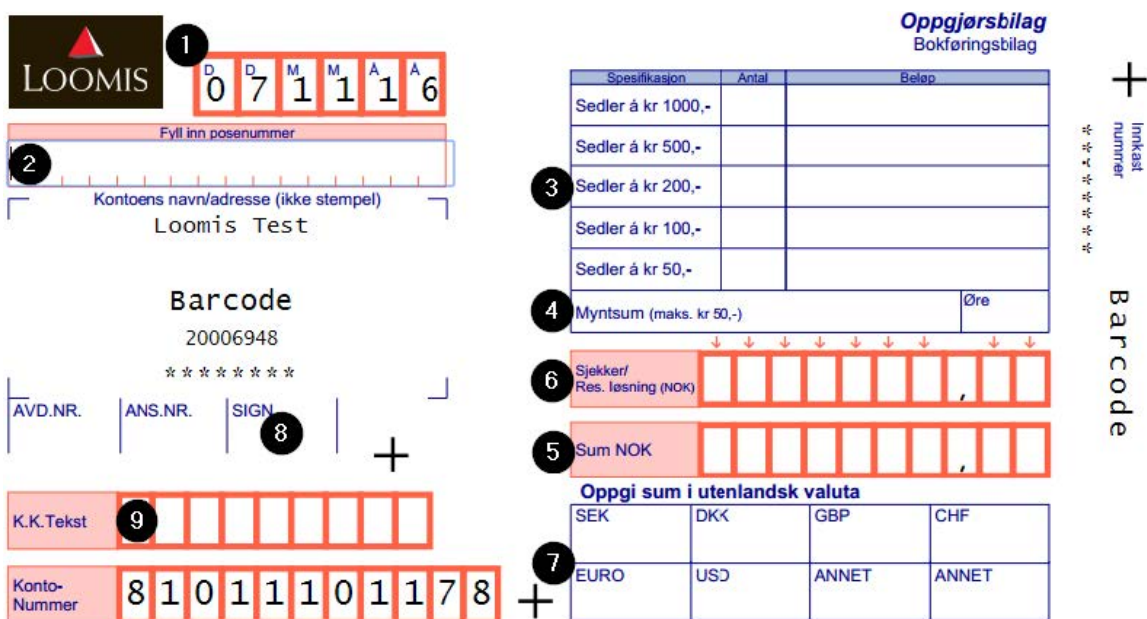


# Guide to fill out deposit slips

To achieve the best possible security and efficiency around handling your cash, we use pre-printed deposit slips. This provides a more exact and unique connection of the company's customer information, and is based on the company's bank account number.

## You fill out the deposit slip in the following way:

1. Date
2. Bag number – 12 digits (transferred from the deposit bag)
3. Number of bills
4. Total sum of coins
5. Total sum of NOK
6. Checks and back-up receipts if you have any
7. Total sum of foreign currencies
8. Signature
9. KK-tekst (i.e. store number – 6 digits)



The diagram illustrates the layout of a deposit slip with numbered callouts 1 through 9. Callout 1 points to the date field (DDMMÅÅ) filled with 071116. Callout 2 points to the bag number field (Fyll inn posenummer) which is empty. Callout 3 points to the bill specification table. Callout 4 points to the coin sum field (Myntsum). Callout 5 points to the NOK sum field (Sum NOK). Callout 6 points to the check/receipt field (Sjekker/ Res. løsning (NOK)). Callout 7 points to the foreign currency table (Oppgi sum i utenlandsk valuta). Callout 8 points to the signature field (SIGN). Callout 9 points to the KK-tekst field (K.K.Tekst). The account number (Konto-Nummer) 81011101178 is shown at the bottom left. The slip is titled 'Oppgjørsbilag Bokføringsbilag' and includes a barcode area on the right.

Spesifikasjon	Antal	Beløp
Sedler å kr 1000,-		
Sedler å kr 500,-		
3 Sedler å kr 200,-		
Sedler å kr 100,-		
Sedler å kr 50,-		
4 Myntsum (maks. kr 50,-)		Øre

Oppgi sum i utenlandsk valuta			
SEK	DKK	GBP	CHF
7 EURO		ANNET	ANNET

## You pack the bag in the following way:

- The bills are sorted by value
- The bills must never be folded, have paperclips or similar
- The bills must be cleared of any folds or creases

The deposit slips contains two sides. The customer keeps the copy, and places the original inside the deposit bag with the cash before the bag is sealed. You place deposit slip outwards towards the clear side of the bag, and the bar code must be readable through the bag.

Do not send back up receipts marked with «signature» or «charged bank account» in the deposit bag.

Tear off the slip on the bottom of the deposit bag and staple it to the deposit slip copy that you keep. This contains the bag number and you need it if you have any further inquiries regarding the bag.