

Introduction

This notice is to inform customers of the minor amendments to a number of forms and templates which form part of the Waste Services Contract. As these changes are minor, these should not affect customer's current process for completing the forms.

Amendments

As part of a process to align LLWR forms and templates to our internal management systems, we have taken the opportunity to make slight amendments to the following forms and update some of the example manifests associated with them:

- *Waste Enquiry Form (WEN)*
- *Waste Services Quotation Template (WSQ)*
- *Waste Consignment Information Form (WCI)*
- *Waste Consignment Information Form – Diversion (WCI_DIV)*
- *Waste Consignment Approval Template (WCA)*
- *Waste Consignment Rejection Template (WCR)*
- *Waste Consignment Disposition Template (WDR)*
- *Waste Receipt Template (WRE)*

The forms will be available for download from the LLWR Website from 1st April 2015. LLWR would like customers to use the new forms with immediate effect. For any Customers who have already started working on previous versions of the forms, LLWR will accept these versions until 17th April 2015. All forms can be found at <http://llwrsite.com/customer-portal/waste-acceptance-procedure/>

Further Information and Questions

If you require any further information or have any queries relating to this Customer Notice, please send an e-mail to: customerteam@llwrsite.com or call: 019467 70301

Distribution List

We have issued this Notice to the following people from your Company's Contact Details Form (Reference: WSC-FOR-CON):

- All nominated representatives

If you need to update these details, please submit a revised Form: <http://www.llwrsite.com/customer-portal/new-customers>