

Introduction

In order to reduce the administration burden on LLW Repository Ltd when issuing Customer Notices by email, we have sort to automate the process wherever possible. Unfortunately Outlook does not allow attachments to be added when using the Mail Merge facility in Word and Outlook. It is therefore intended that the Customer Notice shall be embedded within the email and a mail merge used to distribute the information. This reduces the overall time to distribute the emails by a factor of approximately six.

Emails shall be sent to all individuals on our current distribution list, however it is intended that the email shall contain a field that informs you who else in your company has also received the email.

The embedded jpeg can be copied and pasted into other programs (Word, Powerpoint etc) and then printed.

JPEG format has been chosen as the output retains the print detail to ensure the clarity remains in the final product.

All Customer Notices shall remain posted on the website as previously.

Further Information and Questions

If you require any further information or have any general queries relating to this Customer Notice, please contact Richard Hunter 019467 70313 or send an e-mail to: richard.hunter@llwrsite.com

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://llwrsite.com/waste-services/waste-acceptance-procedure/>