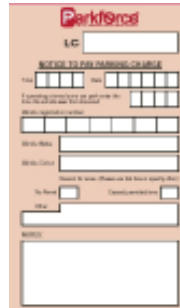




Warning Sign



Parking Permit



Parking Charge



Civil Notice

## 4 Simple Steps To Implement The Parkforce Solution

1. Erect the contractual warning signs around the parking area / land in clear and prominent positions.

- *To affix the signs to walls and brickwork, we recommend using an adhesive such as liquid no nails. The signs may also be nailed or screwed to wooden surfaces. To affix the signs to posts, we recommend you use cable ties.*

2. Issue parking permits to staff and clients if required.

3. Following the above, should an unauthorised vehicle park, the landowner or authorised person acting on behalf of may either,

- Issue a parking charge ticket. (*Please ensure you write clearly on the ticket.*)
- Issue a civil warning to driver sticker to the offending vehicles windscreen.

4. Following the issue of a parking charge ticket, simply forward the details to our central processing centre within 7 days from the date of issue, by email, fax or post and your job is done.

**Should you wish to cancel any issued parking charge ticket for whatever reason within 14 days, it will be done free of charge.** Please notify our administration centre by email, telephone or fax.

On completion of the charge, a **compensatory payment to the sum of £10** inc VAT **is returned to you.** Payments are made at month end, a month in arrears.

**Telephone : 0870 787 3951 Fax : 0870 220 2798**  
**Email : info@parkforce.com**

On behalf of The UK Parking Agency we would like to express our sincere thanks for your valued business.