

Collection Date:	
Collection Type:	FREE



## Service, Collection & GDPR Contract Form

The below table is to be completed for all collections carried out:

<b>Organisation Name:</b>	
<b>Organisation Address:</b>	
<b>Contact Name:</b>	
<b>Contact Tel:</b>	
<b>Contact Email:</b>	
<b>Available Times:</b>	
<b>Parking Availability / Instructions:</b>	
<b>ID Required:</b>	
<b>Driver Instructions:</b>	
<b>On-Site Services:</b>	
<b>Off-Site Services:</b>	

<b>Items to be Collected:</b>					
<b>PCs</b>		<b>Servers</b>		<b>Printers/Fax</b>	
<b>Monitors</b>		<b>Laptops</b>		<b>Networking</b>	
<b>Projectors</b>		<b>UPSs</b>		<b>Misc. Boxes</b>	
<b>Scanners</b>		<b>Batteries</b>		<b>HDDs</b>	
<b>CRTs</b>		<b>Cabinets</b>		<b>Other</b>	
<b>Estimated total weight:</b>					
<b>Where is the equipment located? Is all the equipment in a single location?</b>					
<b>If the equipment isn't on ground level, is there a goods lift or will there be stairs involved?</b>					
<b>Confirmation that door widths aren't restrictive:</b>					
<b>How is the equipment presented (e.g. loose)?</b>					
<b>Will there be any help available for larger items?</b>					
<b>Is there an inventory available?</b>					
<b>Asset Report required?</b>					
<b>Vehicle to be used:</b>					
<b>How did you hear about our services:</b>					