

Collection Date:	
Collection Type:	FREE



Service, Collection & GDPR Contract Form

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

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

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