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**Microsoft**  
**REGISTERED**  
*Refurbisher*

## Your Collection

Tech Recycle is due to collect your redundant IT or Office equipment in the next few days. The Environment Agency term for this type of equipment is WEEE or Waste Electrical and Electronic Equipment.

Below is an example of some of the WEEE we can and cannot recycle for you. The list is not exhaustive; if you have equipment that is not shown or if you are not sure whether the item is classed as a qualifying item please contact us prior to the collection day to discuss your requirements. All equipment will be recycled in accordance with current guidelines and following Tech Recycles' strict ethical policies.

**We require a minimum of 10 qualifying items for a free collection. Qualifying items are PCs, TFT monitors, Laptops, Servers and most rack mountable equipment. If you have less than ten items, please contact us for a quote.**

Please note Laptops and PCs must be complete and laptop screens must be intact.

We will accept all forms of electrical equipment whether working or not. This includes but is not limited to PCs, laptops, tablets, servers, UPS, cables/keyboards, printers, photocopiers, shredders, phones and phone systems. We also accept industry specific items such as video, photographic, audio and conferencing equipment, educational hardware, test and development equipment. There is no upper limit to what we can collect and regularly decommission schools, colleges, datacentres, computer suites, ICT classrooms and assist with downsizing.

If you have a list of equipment you may send it to us prior to collection by emailing it to [collection@tech-recycle.com](mailto:collection@tech-recycle.com).

**We are unable to collect the following items:**

CRT monitors/televisions

fluorescent lamps or tubes

TFT or flat screen monitors/TVs with cracked or broken screens

Compressed gas refrigeration equipment including water coolers

## On the day

We ask that all equipment to be collected is on the ground floor and easily accessible. If items are particularly heavy or bulky please make sure you can help us to move the equipment. This helps us to minimise disruption to your business and aid our collection driver in efficiently completing their work. If this is not possible we are able to send an extra person to your collection at a cost of £75 plus VAT. **Please ensure we are able to park our vehicle safely and legally or we will be unable to complete the collection and will apply a collection charge of £50\***. Our driver will try to call you at least ½ an hour before we arrive.

When your redundant equipment is loaded our driver will complete a Duty of Care (DoC) and ask you to sign and enter your email address into the electronic form. A copy will then be emailed to you for your records to keep you compliant with the law and other regulatory authorities.

**If you need to rearrange or cancel the collection please note we require at least 24 hours' notice. If less than 24 hours' notice is given, or our driver arrives and is unable to complete the collection, a standard collection charge of £50\* for less than ten items will be made. By agreeing to the collection you accept these terms.**

**\*All prices are exclusive of VAT. Collections inside the M25 are subject to a £35 surcharge.**

## Data Destruction

Once we return to our facility all equipment is sorted and media that contains data is either wiped using specialist equipment or physically destroyed. Once completed you will receive a Certificate of Destruction (CoD) by email. This is normally issued within 14 days of your collection.

If you have chosen our standard service you will receive a certificate showing quantities and generic descriptions of the equipment processed, stating all data passed to us has been destroyed.

If you have chosen our premium service you will receive a detailed certificate comprising lists of asset tags and/or serial numbers of the equipment.

# Safe, Professional and Ethical IT Recycling

Tech-Recycle, Odiham Road, Farnham, Surrey, GU10 5AB

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