



0800 464 7566  
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## *Safe, Professional and Ethical IT Recycling*

### Collection Information

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

Please note laptops, PCs, tablets and mobile devices must be complete and screens must be intact with BIOS passwords, activation/cloud locks and all security features removed or disabled.

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, ink and toner, 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. We are unable to collect fluorescent lamps or tubes.

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 able to collect the following items but they will incur a charge per item:

|   |                                      |
|---|--------------------------------------|
| Aircon units, watercoolers, domestic fridges and freezers             | £60                                  |
| Commercial Refrigeration units  | £125                                 |
| Interactive whiteboards   | £50                                  |
| Laptops with broken screens   | £6                                   |
| Floor Standing Printers/Copiers                                       | £50                                  |
| TVs up to 65"   | £16                                  |
| TFT or Flat Screen monitors/ up to 32" with cracked or broken screens | £8                                   |
| TFT or Flat Screen monitors/TVs between 32" and 65"                   | £16                                  |
| TFT or Flat Screen monitors/TVs over 65"                              | £1 per inch- eg a 75" TV will be £75 |

### **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 an additional cost. **Please ensure you have arranged for us to park our vehicle safely and legally or we will be unable to complete the collection and you will incur a failed collection charge.** Our driver will try to call you at least ½ an hour before we arrive. When your equipment is loaded our driver will complete a Duty of Care notice (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 charge will be applied. By agreeing to the collection you accept these terms.

### **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 chargeable premium service you will receive a detailed certificate comprising lists of asset tags and/or serial numbers of the equipment.

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Tech Recycle is a trading name of IT Refurbish Limited, Company No: 15811708.