



Service Agreement

Tel/ Fax. No 01274 720740

Date __/__/__

Between Bradford Waste Chasers Ltd and

Name of organisation	
Collection Address	
Invoice Address (if different from above)	
Purchase Order No.	
Recycle Co-ordinator	
Telephone no.	
Fax no.	
Email address	
Bins/ sacks required	240lw-bin /120lw-bin/ Cardboard Bin
Material to collect	Office Grade / Low Grade / Confidential
Where did you hear about us?	

Signed on behalf of customer :.....

Print name:.....

Dated

Bradford Waste Chasers Ltd agree to

- Take all agreed recyclable materials left at collection point
- Provide (duty of care) transfer notes for collections
- Adhere to collection frequencies as arranged by customer
- Give as much notice as possible to any changes in collection service
- Have respect for customer policy when on customers property
- Have both public and employers liability insurance

The customer agrees to

- Leave recyclables at an accessible collection point
- Sign and return transfer notes for collections
- Give at least 24 hrs notice of request or cancellation of any collection (collections will be charged for if not cancelled)
- Give as much notice as possible for changes to any part of the agreement
- Have both public and employers liability insurance
- Settle any debts with Bradford Waste Chasers within 60 days of receipt of invoice
- Provide a current upto date purchase order or requisition order or vendor number to allow smooth processing of invoices. If this needs to be updated or changed the customer needs to forward this information as quickly as possible



Service Agreement

Conditions of service

1. Sacks/bags collected must be under 15kg in weight in order to protect the health and safety of our employees. **If the sacks/bags are too heavy then we reserve the right to refuse a collection under the Manual Handling regulations in the Health & Safety at Work Act 1974.**
2. All paper for recycling should be in sacks issued by ourselves unless otherwise agreed.
3. All cardboard must be flattened and tied/taped into manageable secure bundles.
4. Confidential paper must be in Bradford Waste Chasers shredding sacks and have ties secured on them.
5. All materials collected must be of the type specified in this agreement e.g. Office Grade Paper or Low Grade Paper. **Waste Chasers reserves the right to charge for non-specified material.**

Office Grade Paper	Low Grade/Mixed Paper
All usual office paper, typed, written or printed on, white or pastel colours	Strong coloured paper, envelopes, thin card (BUT NOT Cardboard) wrappers from photocopier paper
Computer paper, plans/ drawings NOT tracings	Newspapers, Magazines Glued, gummed paper
	Flyers, Pamphlets and Leaflets Brochures NOT plastic coated

Cardboard can be collected but only if you have office grade paper to collect at the same time, it must be flat packed and tied /taped into bundles.
Confidential sacks must be secured before collection using the ties provided.
Unsecured sacks maybe left by our drivers until they are secured.



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Regular Collections.

To help in the smooth and efficient running of the paper recycling service, we ask that there is a person within your organisation that will take on the role of Recycling Co-ordinator. We will send you an introductory guide, this role involves making people in your workplace aware of how to use the service, types of paper that can be recycled and liaising with Bradford Waste Chasers should you require extra collections or sacks/bins.

One Off / Archive collections.

One off collections can be arranged if you are having a clear-out or moving premises, please contact our office in advance so we can accommodate your needs.

Confidential Shredding Service.

We offer a confidential shredding service, providing both sacks and ties to make the sacks secure. Any paper you require shredding, place in the sacks provided and once filled place tie around top of sack. With your invoice you will be issued with a Certificate of Destruction to say that the paper has been confidentially shredded.

Next Step

To begin recycling please complete and sign the **FIRST** page of this Service Agreement and either fax or post it back to us. Once we receive the returned form we will set up a collection service for you. On your first collection we will ask you to sign a Duty of Care Transfer Note, this is a legal requirement and allows you to transfer the waste paper from your responsibility to the responsibility of our company.



Service Agreement

Charges - ALL SUBJECT TO VAT

Material	Volume	Charge £
Office Grade paper (Business)	One collection	16.00
Confidential waste	➤ 10 sacks ➤ 2 240l Bins	Free collection Free collection
Mixed grade paper	One sack	1.00
Mixed grade paper	120l wh/bin	3.00
Mixed grade paper	240l wh/bin	5.00
Mixed grade paper	360l wh/bin	10.00
Confidential Waste	One sack	4.50
Confidential Waste	120l wh/bin	9.00
Confidential Waste	240l wh/bin	18.00
Cardboard	One bundle	0.60
Cardboard	One wh/bin	2.00
Difficult access	One collection	5.00
Toner cartridges	Each	Free with paper collection
Replacement bins		
120l	Each	49.90
240l	Each	58.00
360l	Each	107.00
Cardboard bin (NORI)	Each	3.00
Desk-tidy	Each	0.50