|  |  |
| --- | --- |
| Name of organisation |  |
| Collection Address |  |
| Invoice Address (if different from above) |  |
| Purchase Order No. |  |
| Recycle Co-ordinator |  |
| Telephone no. |  |
| Email address (accounts) |  |
| Email address ( general ) |  |
| Bins/ sacks required | 240lw-bin /120lw-bin/ Cardboard Bin |
| Material to collect | Office Grade / Low Grade / Confidential |
|  |  |

How did you hear about us? Please tick/write in

|  |
| --- |
| Search Engine |
| Word of Mouth |
| Social Media |
| Other website |
| Leaflet |
| Other |

**Signed on behalf of customer:………………………………………………………**

**Print name:……………………………………………**Dated …………………………

###### Bradford Waste Chasers Ltd agree to

* Data provided will not be passed on to 3rd parties
* 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 up to date purchase order to allow smooth processing of invoices if needed. If this needs to be updated or changed the customer needs to forward this information as quickly as possible

### Conditions of service

1. Sacks/bags collected must be less than 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 or bins 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. **Waste Chasers reserves the right to charge for non-specified material. (ESPECIALLY PLASTIC)**

### 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, post or email 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.

**Charges - ALL SUBJECT TO VAT**

|  |  |  |
| --- | --- | --- |
| **Material** | **Volume** | **Charge £** |
| Collection Charge |  | 20.00 |
| Confidential Waste | One sack | 7.00 |
| Confidential Waste | 120l wh/bin | 14.00 |
| Confidential Waste | 240l wh/bin | 28.00 |
| Cardboard | One bundle | 0.90 |
| Cardboard | 240l wh/bin | 3.00 |
| Cardboard | 1100l wh/ bin | 10.50 |
| Difficult access (stairs/cellar) | One collection | 10.00 |
| Archive Clear Out |  | Quote on request |
| Replacement bins – if lost | | |
| 120l | Each | 35.00 |
| 240l | Each | 40.00 |
| 360l | Each | 65.00 |
| Cardboard bin (NORI) | Each | 3.00 |
| Desk-tidy | Each | 0.50 |