

Collection Request Form

- 1 This is an editable PDF. Please complete all fields below and send to: collections@readysetreecycle.co.uk.
- 2 Minimum quantity of 30 electronic items for FREE* pick up. Collections booked after 10am will be scheduled for pick up the following day (Monday-Friday 8am-6pm).
- 3 Minimum quantity: 30 units

Number of parcels to be collected:

Total quantity of items enclosed:

Your preferred collection date and time:

Padlock/security seal serial numbers:

Full collection address (incl. location where parcel is stored, e.g. Reception):

Any special access instructions:

Contact name:

Contact telephone number(s):

Help & questions?

If you have any questions please feel free to contact us directly on:

T: +44 (0)161 710 0172 **E:** collections@readysetreecycle.co.uk

Terms and Conditions: Lost and Unclaimed Personal Electronic Device Collection and Recycling Service

These Terms and Conditions (the "Terms") govern the use of Ready Set Recycle Ltd.'s ("RSR") Collection Request service for lost and unclaimed personal electronic device collection and recycling (the "Service"). By utilising our Service, you agree to abide by these Terms.

1. Service Request

- 1.1. RSR offers a free-of-charge service for the collection and recycling of lost and unclaimed personal electronic devices found within specified locations. We aim to responsibly recycle electronic devices to minimise environmental impact. A list of devices we recycle is available on our information media and website, however this list is non-exhaustive, and we will endeavour to recycle all personal electronic devices when possible. Please contact us to discuss any specific requests.
- 1.2. The Service operates within designated areas and follows local regulations and guidelines for electronic waste disposal.
- 1.3. When a collection request is received, RSR will confirm the request by email, and provide a return shipping label, or arrange for an RSR van collection. Where appropriate, RSR will provide suitable collection containers for the Service.
- 1.4. The collection will be carried out at the agreed time and place. If the time is inconvenient, RSR requires 24 hours' notice in advance to change the agreed collection date or time. Failure to provide sufficient notice may result in charges for the collection service.
- 1.5. All collections will be in line with RSR's Collection Request policy.
- 1.6. Items should be properly packaged to prevent breakage whenever possible, and RSR will provide secure packaging when available.

2. Service Fee

- 2.1. The recycling service provided by RSR is free of charge. We do not impose any fees for the collection or recycling of lost and unclaimed personal electronic devices, except where otherwise referenced within these Terms.

3. Audit Report and Data Erasure Certificates

- 3.1. Upon receipt of the personal electronic devices, RSR shall audit them for identifying information, CheckMEND lost and found due diligence, unique ID information, or other data of relevant concern. Once all items in each batch have been processed, an audit report shall be made available to you via your RSR client portal account.
- 3.2. Once data erasure has been carried out, RSR will provide data erasure certificates for your records through your RSR client portal account. In cases where data erasure is not possible, due to: items failing to power on; badly damaged screens/LCDs, or; residual value fails to justify data removal expenses, these units will be securely destroyed by our certified WEEE partner.

4. Code of Conduct Adherence

- 4.1. In accordance with the Recyclers Code of Conduct, devices that fail a CheckMEND due diligence check are held in 28-day quarantine. This allows relevant authorities access to such units in support of any ongoing criminal investigations and/or attempts to repatriate devices with the original owner.

5. Liability

- 5.1. RSR acts as a facilitator for the collection and recycling of lost and unclaimed personal electronic devices. While we exercise reasonable care in handling these devices, we do not assume liability for their condition, ownership, or any other aspect related to the collected devices.
- 5.2. It is your responsibility to ensure that the devices have remained unclaimed by their previous owners for the minimum period mandated by law, and by requesting the Services from RSR, you are warranting that all submitted devices are appropriately compliant in this regard, and you will indemnify RSR from any liability arising from such cases.
- 5.3. You must at all times adhere to Data Protection Regulations as may be in force from time to time. RSR shall not be held liable for any data breaches or loss of personal information stored on the devices that occurs prior to the devices being submitted to RSR.
- 5.4. By utilising our Service, users acknowledge and accept that RSR is not liable for any damages, loss of data, or other consequences arising from the use of the Service.

6. Ownership of Devices

- 6.1. By surrendering lost or unclaimed personal electronic devices for recycling to RSR, you acknowledge that they are the rightful owners of the devices or have obtained necessary authorisation to dispose of them.
- 6.2. RSR reserves the right to verify ownership or authorisation for device disposal and may refuse to accept any device at its discretion.
- 6.3. You must comply with all applicable laws and regulations regarding the disposal and recycling of electronic devices.

7. Modification of Terms

- 7.1. RSR reserves the right to modify or update these Terms at any time without prior notice. Users will be notified of any changes to the Terms. Continued use of the Service after any modifications constitutes acceptance of the revised Terms.

8. Governing Law

- 8.1. These Terms shall be governed by and construed in accordance with the laws of England and Wales.

9. Further Information

- 9.1. For any questions or concerns regarding these Terms or the Service provided by RSR, please contact us at:

Ready Set Recycle Ltd, Unit 108, Courthill House, 60 Water Ln, Wilmslow, SK9 5AJ

enquiries@readysetreecycle.co.uk

By using our Service, you acknowledge that you have read, understood, and agreed to be bound by these Terms and Conditions. If you do not agree to these Terms, please refrain from using our Service.