



IT asset recycling checklist

This document is designed to help you asset the items you need to recycle. It gives us a good indication of the size and volume of the collection and helps us advise you in the best way possible.

- Complete this digitally, using your preferred PDF editor
- Or print a copy out and send us a scan or photo once you've filled it in

Once we have received your checklist, we'll contact you to confirm details and get a collection booked in for you. Please note, this form is entirely optional — it's designed as a helpful tool to asset the equipment prior to recycling. If you have any questions or need any advice, please contact us on the phone at 0800 494 7778 and our staff will be able to assist.

Key to the table

Item type	The type of item to be recycled
Count	How many of that item you would like us to collect (or use a tally, if you prefer)
Enhanced service?	If you require end-to-end asset tracking or wiping certification, we offer an enhanced data destruction service. This costs £5 per device/disk (ex-VAT). You will receive a certificate of destruction for data on each drive/device, individually detailed. Please tick 'Yes' if you would like this service for any, or all, of the collection. Our standard data destruction service is free of charge. More information about our data deletion procedure can be seen here – www.zerotechwaste.com/services/hard-drive-destruction/
Notes	Add any important notes about this item line. This can also be used to note any chargeable items (such as broken TFTs, large copiers, TVs, Fridges etc) – a full list of our chargeable items can be seen here – www.zerotechwaste.com/how-it-works/chargeable-items/

ZeroTechWaste.com

contact@zerotechwaste.com
0800 494 7778

Unit 4a Beenham Grange Business Park, Beenham, Berkshire, RG7 5PP
Zero Tech Waste Ltd is Registered in England & Wales 16004465



ITEM TYPE & QUANTITY	NOTES	ENHANCED SERVICE <small>Specify quantity in notes if not whole item line</small>
Desktops (PCs) QTY:		<input type="checkbox"/>
Laptops QTY:		<input type="checkbox"/>
Hard Drives/Storage Media QTY:		<input type="checkbox"/>
TFT or CRT Monitors QTY:		<input type="checkbox"/>
Televisions (TVs) QTY:		<input type="checkbox"/>
Printers/Copiers QTY:		<input type="checkbox"/>
Servers QTY:		<input type="checkbox"/>
Infrastructure/Switches QTY:		<input type="checkbox"/>
UPS Units QTY:		<input type="checkbox"/>
Batteries QTY:		<input type="checkbox"/>
Mixed WEEE/Accessories QTY:		<input type="checkbox"/>
Paper Shredding Num. boxes/bags:		<input type="checkbox"/>

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