

Green Office: Paper Recycling Service Registration Form

Organisation details:

Organisation name:		
Organisation type: <i>(* delete as appropriate)</i>	Business OR Charity/Voluntary Sector/Not-For-Profit *	
Address:		
	Postcode:	
Telephone:		
E-mail:		
Contact name:		

Service requirements:

Number of employees:		
Number of collection points on the one site:		
We would like to register for the following services: <i>(tick all that apply)</i>	Normal waste paper collection	
	Confidential waste paper collection	
	Cardboard collection <i>in addition to waste paper collection</i>	
	Toner cartridges <i>in their original boxes</i>	
	Hexagon free standing cardboard recycling bins - please specify number of bins required	
	Supply of 100% recycled A4 white paper (80g, 500 sheets)	

Name: _____

Signed: _____

Date: _____

- Notes:
1. Please store as many bags as possible (**minimum of 5**) before arranging a collection to reduce journeys, congestion and emissions, therefore benefiting the environment further.
 2. Please do not overfill bags/sacks as they need to be lifted and transported by FRP staff and volunteers.
 3. We will endeavour to complete collections/deliveries within 5 working days of a call from you - when this is not possible we will inform you of the delay.