

## **WEEE Terms and conditions**

DataQuest Solutions Limited Ltd. will at all times abide by the requirements of the WEEE Directive and UK WEEE legislation and fulfill its legal obligations for the financing of WEEE collections from its B2B customers.

Under European and UK legislation DataQuest Solutions will:

1. Finance in full the collection and disposal of WEEE resulting from Dataquest Solutions branded equipment being placed on the market after August 13th 2005;
2. Finance in full the collection and disposal of any WEEE (whether or not it was placed on the market before or after this date, and whether DataQuest Solutions branded or not) if the customer is buying equipment from us which will be used as a direct replacement for the WEEE items. DataQuest Solutions will finance collection on a one-for-one swap basis. DataQuest Solutions may arrange collection of WEEE resulting from equipment (DataQuest Solutions or non-DataQuest Solutions branded) placed on the market prior to August 13th 2005 even if the customer is not purchasing new equipment. Such a service will be chargeable based on the weight of WEEE to be collected. The above does not preclude DataQuest Solutions and any of its business customers reaching mutually agreeable arrangements for the management of WEEE held at customer's premises. As stated DataQuest Solutions will fulfill all of its legal obligations for the collection of WEEE but will undertake to do this in an effective, legal and cost effective manner which protects the interests of all parties the following terms and conditions will apply to all collections.

### **A. Prior to Collection:**

#### **Notification Requirements for WEEE Collections**

1. Prior to any collection DataQuest Solutions will ask the customer to complete a WEEE collection form. All items of WEEE requiring collection should be recorded on this form along with the business customer's details and their premises code (if applicable). The completed form, signed terms and conditions, and exemption declaration (if applicable) must be returned to DataQuest Solutions.
2. If the WEEE collection is to be chargeable then the customer will be sent a guidance sheet on typical collection costs to give an indication of the maximum potential cost.
3. The normal method of collection will be by DHL carrier, authorized and registered for WEEE collection. If the business customer is buying equipment from Dataquest Solutions, which will be used as a direct replacement for the WEEE items and those WEEE items are hazardous, special procedures will be required, which will be discussed with you before collection.
4. DataQuest Solutions will review the completed collection form. For chargeable collections the customer will be provided with a quotation based on the estimated weight of WEEE to be collected. This quotation will represent the *maximum* potential cost to the customer based upon the information supplied by the customer on the collection form. Once the WEEE has been collected and weighed by DataQuest Solutions waste contractor then the charge may be adjusted accordingly before the customer is invoiced.
5. No chargeable collection will be arranged until the customer has submitted a purchase order in line with DataQuest Solutions initial quotation.
6. Once DataQuest Solutions is in possession of the completed collection form/exemption form / purchase order (as applicable) then a collection date will be arranged with DataQuest Solutions waste contractor. The customer will then be notified of the collection arrangements.

### **B. On the Day of Collection**

1. The customer must ensure that all WEEE is gathered together in one easily accessible ground floor collection point.
2. Where possible all items should be boxed or grouped together to facilitate easy collection.
3. A nominated representative of the customer who is aware of the collection arrangements must be available at the time of collection to direct the waste contractor to the items.
4. Should the contractor be unable to locate the WEEE, or if the WEEE is not in a suitable condition for collection, then the collection may have to be abandoned and the customer may be charged for the contractor's time and expense.
5. No additional items will be collected other than those that have been specified on the collection sheet. Should the customer require any additional items to be collected then they must notify

DataQuest Solutions in advance of the collection date. The collection service is only applicable to waste electrical and electronic equipment.

**C. Following Collection**

1. DataQuest Solutions waste contractor will return the collected WEEE to its own site for disposal or recycling as appropriate. The contractor will provide DataQuest Solutions with appropriate documentary evidence of the WEEE collected and disposed/recycled to enable legal record keeping requirements to be fulfilled. DataQuest Solutions will retain these records for a minimum period of 4 years.
2. Where the customer is to be charged for the WEEE collection (in accordance with the criteria above) then DataQuest Solutions will invoice the customer for the appropriate amount based on the weight of WEEE collected and weighed by DataQuest Solutions contractor.
3. Should it be required DataQuest Solutions can supply the customer, upon request, with documentary evidence of collection and disposal/recycling of the customers WEEE.

**DataQuest Solutions Ltd. reserves the right, notwithstanding its legal commitments under European and UK WEEE legislation, to refuse to collect from a customer if it considers that the customer has not acted in accordance with the above terms and conditions or if it is felt that the collection would pose health and safety, environmental or legal concerns. DataQuest Solutions Ltd. will not be held responsible for any loss or damage to customer property, or any items that have been incorrectly collected. DataQuest Solutions Ltd. or its approved contractor, reserve the right to cancel collections at any time.**

**Please sign below to indicate your understanding & acceptance of these terms and conditions:**

Signed: \_\_\_\_\_ Print Name: \_\_\_\_\_

Date: \_\_\_\_\_ Organisation: \_\_\_\_\_

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