

**CONTRACT TERMINATION & WEEE COLLECTION FORM**  
(NOT VALID FOR INSURANCE PURPOSES)

**Section 1: Customer Details**

<b>CUSTOMER NAME:</b>	<b>ACCOUNT NUMBER:</b>		
<b>COLLECTION ADDRESS:</b>	<b>COLLECTION REQUIRED</b>	Yes	
		No	
	<b>ON-SITE CONTACT:</b>		
	<b>TEL No:</b>		
	<b>EMAIL:</b>		
<b>SPECIAL INSTRUCTIONS:</b> e.g. site restrictions, opening hours, requested collection date etc.			

**Section 2: Hire Agreement**

Please confirm if any of the Equipment listed in Section 6 is subject to a Hire/Lease Agreement by ticking the name of the finance company below:

Technodocs UK	Tower Leasing	BNP Paribas	GE Capital	Siemens	PEAC	ING	Other (please state)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**No Hire Agreement for Equipment (WEEE).** By ticking here, you acknowledge and agree that upon collection of the Equipment identified in Section 6 by Technodocs, you transfer legal title to such Equipment to Technodocs and you have the authority to do so.

**Section 3: Data Security**

Customer specific data will be contained within the Equipment listed in Section 6 and some of that data may be considered 'sensitive' from a data protection or confidentiality perspective.

- Technodocs offers Data Security Services ("Services"), the details of which can be found in the accompanying file: **Technodocs End Of Life Data Security**.
- Please contact your Technodocs Sales Account Manager for a pricing quotation for SECUREIT / HDDREM Services for your Equipment.
- **SECUREIT** 'Technodocs Data Cleansing – Full Machine Sanitisation' and **HDDREM** 'Hard Drive Removal' Services can be selected within 'Section 6: Schedule of Equipment' on this form. If Customer does not require Services for some or all of the specified Equipment Customer should not tick the SECUREIT / HDDREM columns in Section 6 below. The Customer may request Services in relation to specific items of Equipment only.
- The terms and conditions governing the provision of the Services can be found on the accompanying file: **Contract Termination Form Terms and Conditions**.
- The Services are applicable to Technodocs Supplied Equipment only. Please contact Technodocs by email at [service@technodocs.co.uk](mailto:service@technodocs.co.uk) for service availability in respect of non-Technodocs manufactured Equipment, or any other queries in respect of the Data Security part of this form.

*Customer is responsible for ensuring its own compliance with legal requirements in connection with data retention and protection and Technodocs does not provide legal advice or represent that the Equipment and Services (defined above) will guarantee compliance with such requirements. The selection, use and design of any Services and any decisions arising with respect to the deletion or storage of data, as well as the loss of any data resulting therefrom, shall be the sole and exclusive responsibility of Customer.*

**Unless (i) SECUREIT / HDD Removal services are selected within Section 6 of this Contract Termination Form, or (ii) Technodocs and the Customer have a separate contract pursuant to which Technodocs is obligated to perform data management services akin to the Services, the Customer acknowledges and agrees that Technodocs shall not be obligated to remove, delete, preserve, maintain or otherwise safeguard any information, images or content retained by or resident in any Equipment, whether through a digital storage device, hard drive or other electronic medium.**

**Section 4: WEEE** - Technodocs Limited - WEEE

In accordance with Technodocs's responsibilities under the Waste Electronic and Electrical Equipment Regulations 2006, end of contract Equipment (all brands) is returned to the Technodocs Limited where it is assessed. No Equipment is sent to landfill.

**Section 5: Terms**

A charge of £100 + VAT will apply in the event of a failed collection due to incorrect information supplied in the attached Schedule by the Customer. Any additional Services or requirements requested by the Customer beyond those set out herein will be reviewed by Technodocs, and if any further charges are involved, these will be quoted for and must be approved by the Customer before such additional services commence. By signing below the Customer confirms that it has read and understood this Contract Termination Form together with the **Contract Termination Form Terms and Conditions**, which shall govern the performance of the Services by Technodocs. The individual signing this Contract Termination Form also confirms that they have legal authority to sign this document on behalf of the Customer.

