

Collection & Shredding Policy

The collection of confidential material, shall comply with the shopping cart delivery/collection standard collection policy (7 working days) from BS, BA, DT, BH, TA, TQ, EX post codes, subject to confirmed written emailed request from consumer to info@evergreenshredding.co.uk. Verbal confirmation can also be obtained directly by telephone 01179 828090 should you require additional assistance.

Security destruction packages	Minimum collection requirements
10 x Security sack package	10 x sacks
2 x 140litre container package	2 x 140litre containers
2 x 240litre container package	2 x 240litre containers
1-10 archive box collection package	10 Archive boxes

If any spare containers are not used, these can be collected along with the full sacks and containers. Although we cannot issue any refunds as the service packages incorporate the transport collection costs

FORCE MAJEURE

- a) For the purposes of this Contract, Force Majeure Event means an event beyond the reasonable control of either party including but not limited to strikes, lock-outs or other industrial disputes (whether involving the workforce of EVERGREEN or any other party), failure of a utility service or transport network, act of God, war, riot, civil commotion, malicious damage, compliance with any law or governmental order, rule, regulation or direction, accident, breakdown of plant or machinery, fire, flood, storm or default of EVERGREEN s or subcontractors.
- b) EVERGREEN shall not be liable to the Customer as a result of any delay or failure to perform its obligations under this Contract as a result of a Force Majeure Event.

ASSIGNMENT AND SUBCONTRACTING

Either party may, subject to the prior written approval of the other party such consent not to be unreasonably withheld or delayed at any time assign, transfer, charge, subcontract or deal in any other manner with all or any of its rights under the Contract and may subcontract or delegate in any manner any or all of its obligations under the Contract to Perrys Recycling Ltd or an approved TSA (The Shredding Alliance) third party or agent, for the collection of material nationwide. Subject to compliance under the Data Protection Act, and BSEN15713 information destruction standards.

SAFETY GUIDANCE.

Please ensure that when Evergreen drivers are attending your site there are no pedestrians or obstacles in their way. Personnel must stand well clear and within full view of the driver at all times. Customers are asked to place sacks in a suitable ground floor collection point when full. Also inform Evergreen of any access restrictions, i.e: Car park access before 8am only etc. We suggest customers carry out their own risk assessment regarding safe handling of sacks, and forward this safety guidance document to their Health & Safety representative. All sacks should be stored away from any heat source as this could be a potential fire hazard. Also, please ensure sacks do not block any fire equipment or fire exits. Evergreen can provide suitable lockable storage bins if required. Customers are asked to ensure that the sacks are only used for the purpose they are supplied for, i.e: paper, computer media etc. Glass or sharp objects must not be put into sacks or bags as these can easily pierce the sacks or bags and are dangerous to anyone handling them. Please do not over fill sacks or bags, as this can cause a manual handling risks and make it difficult to secure sacks.

Drivers are instructed to obey customer's site safety rules. If there are any special instructions, please inform the driver or advise the office when emailing the collection request. Please review the website for the company's terms and conditions

Please contact us:

Online www.evergreenshredding.co.uk
 Email info@evergreenshredding.co.uk
 Telephone 01179 828090



'Evergreen is passionate about providing a first class and personal service to all customers.'