**Pick-up & Recycling order form**

**Professional Electrical & Electronic Equipment (EEE)**

**Germany**

In case of any deviation from equipment data/quantity specified in this order form during pick up by the transport company, the transport person reserves the right to refuse the pickup of these appliances. If the pickup person takes the equipment specified here to the recycling centre and it does not meet condition described, your company accepts any additional costs inccured for (return) transport and/or recycling this equipment at a recycling centre.

Our Service company will contact you in order to set a pickup date and time.

**Mandatory Pickup conditions:**

Equipment shall be prepared and ready for pickup, on the ground floor, packed or on a pallet.

**General company information**

|  |  |
| --- | --- |
| Company name |  |
| Address (street, nr) |  |
| Additional information: Building/Entrance/ Floor or similar |  |
| Postalcode |  |
| City |  |
| Country |  |
| VAT Number |  |

**Please provide 2 contact persons (one main and one backup):**

**Main Contact person** for pick up organization

|  |  |
| --- | --- |
| Last name, first name |  |
| Email |  |
| Phone  |  |

**Back up Contact person** for pick up organization

|  |  |
| --- | --- |
| Last name, first name |  |
| Email |  |
| Phone |  |

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| --- |
| **Equipment to be collected** |

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| --- | --- | --- | --- | --- | --- | --- |
| **WEEE category** | **Product name** | **Brand** | **Product ID/****Serial number** | **Pollutant** **(cooling agent, toners, cartridges …)** | **Quantity** **(units)** | **Total Weight (kg)** |
| Please choose WEEE category from dropdown |  |  |  | Please choose Yes or No from dropdown |  |  |
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| Please choose WEEE category from dropdown |  |  |  | Please choose Yes or No from dropdown |  |  |

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| **Preparation for transport: Carboard, pallet, other...** |

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| **Important Notes** |

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**Next steps**

1. Delete all personal data on the electrical or electronic device(s)
2. Remove used batteries and accumulators that are not included in WEEE, as well as lamps that can be removed from WEEE without damaging them.
3. Pack and prepare the device(s) for collection.
4. ATTENTION: If the packaging of the unit(s) is not possible due to the dimensions, please inform us under "Important notes".
5. To return one of our used B2B devices, please use this form and send it to **-email producer-**, filled out completely and carefully, with the subject "WEEE B2B take-back for Absen GmbH".

Please note that a collection can only take place if all details are entered completely and correctly.

With this take-back, Absen GmbH fulfils its obligations as a producer in Germany according to § 19 Paragraph 1 ElektroG.