

FREE IT COLLECTION CHECKLIST

Ready to clear your old IT?

A practical checklist for computers, laptops, servers and office equipment.

1. Back up what you need

Save business files before handover. Data-bearing media are shredded as standard; a Certificate of Data Destruction is included.

2. Keep it simple

Send an overall photo or a rough pallet count - we'll help with the rest. Let us know about damaged batteries or unusual equipment.

3. Get your equipment ready

Pack equipment as directed, keep it secure and leave a clear route for the collection team.

4. Keep your records

Retain the collection paperwork and data destruction certificate supplied with your service.

Recycle today. A cleaner tomorrow.

qualitywasterecycling.co.uk | sales@qualitywaste.co.uk

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