

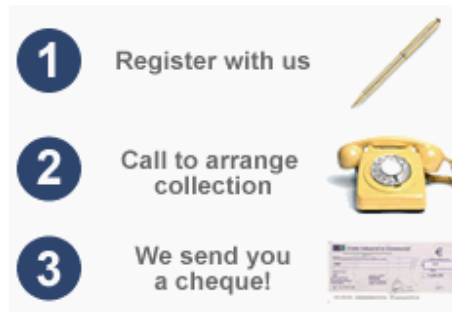


Dear Sir / Madam,

Thank you for showing an interest in our Community Recycling Scheme. EmptyCartridge Recycling Ltd has created this scheme for Authorised Collectors who can collect large quantities of empty laserjet and inkjet cartridges and mobile phones for recycling. An Authorised Collector is placed on our highest pricelist and can work within a chosen area to suit you. This is a great opportunity for anyone who has transport, storage space, would like to work flexible hours, be self-employed and would like to help their local area. As, not only will you be supporting a charity of your choice you will be helping local organisations to be 'green'.

Recycling your laser cartridges & mobile phones with EmptyCartridge Recycling Ltd is environmentally friendly and helps to reduce the 250 million cartridges dumped in landfill sites in the last decade. According to current statistics, only 5% of empty toner cartridges are currently being recycled - this means 95% of these items are simply discarded and end up in landfill sites. As well as taking up room in our already-limited landfill sites, it can take up to 1.5 litres of oil to produce a new laser cartridge and ink cartridges can take over 1000 years to decompose!

There are many organisations Nationwide and in your local area that use cartridges, which means they will have EMPTY CARTRIDGES. Your role will be to collect as many as you can and we can pay for the items on our pricelist. It's SO Simple!



This pack has been devised to provide information and guidance on becoming an Authorised Collector. If you have any questions do not hesitate to contact us. We will support you when you get started and throughout the collection process. We are always looking for people to join our expanding team of Authorised Collectors and hope you find this is something that could suit you.

Yours Sincerley

Catherine Lucas



Community Recycling

Authorised Collector Pack



Authorised Collector

Getting Started

To become an Authorised Collector all you need to do is register on our website and once your details have been processed you will be sent an ID number. You can then use this to login and access price lists, collection schedules and be able to request a collection. All items sent to us will be booked in under the ID number so that it can be credited to your account. Our website contains more useful information for your reference. Please find attached our pricelists and 2011 collection schedule.

You will be required to let us know the postcode areas you would like to collect in as, this will become your collecting zone and no other Authorised Collectors will be allowed to collect in this area. If at any time you wish to reduce or increase your area please inform us. We will also ask you to choose a local charity to support as we will donate a percentage based on what you collect annually to them. This does not affect the money you receive however the more you collect the more funds you raise for you and your charity. The logo of this chosen charity can be put on your leaflet and encourage new business to give there cartridges to you. Please find attached a copy of the leaflet template that you can adapt to suit you. You will need a contact number and email address for your organisations to get in touch with you.

We will be able to provide you with Community Recycling photo ID cards and polo shirts. This will help you to look professional and get new organisations on board with you.

It is a legal requirement for collectors of non-hazardous waste to have a waste carrier certificate. We do not expect you to purchase this as you are collecting on behalf of an EmptyCartridge Recycling Ltd Scheme. A copy of the certificate is attached, you will also notice that the waste carrier certificate number must be on your leaflet. If any organisation asks for a copy of the certificate this needs to be shown. It does have our company name on the certificate so do not draw attention to this as they may find out they can get money for the cartridges!

Another legal requirement is that each organisation you collect from is entitled to ask for a Waste Transfer Note. This is a breakdown of the waste you are collecting from them and shows that the waste is being processed correctly. We will be able to provide these upon request on your behalf. In order for us to produce the Waste Transfer Note we would need to know the details of the organisations you are collecting from. This information will not be shared with any other organisation and will not be used by EmptyCartridge Recycling Ltd for its own gain. All information supplied by you on your contacts will be kept under your account and be used for booking in purposes only. This means that you must label your collections with the organisations name you have collected from. For Example if your account number is 999999 and you have collected from Joe Bloggs Ltd we would book it in under your account number 999999 with the reference – Joe Bloggs Ltd. So, that if Joe Bloggs Ltd requests a Waste Transfer Note we will be able to give them a specific breakdown of their waste. It would be useful to create a database of this information for your records.



Looking For Cartridges and Old Mobile Phones

There are a variety of places to find empty cartridges and old mobile phones. A good way to start is to spread the word with family and friends and see if their place of work has anything in place. Don't forget there will be cartridges in their homes as well so make sure they go to you. All types of businesses can be approached such as large businesses on industrial estates and small firms on the high street. The highest valued items are inkjet cartridges and mobile phones we find that good places for these can be: Solicitors, Estate Agents, Opticians, Banks, schools, graphic designers and doctors. When approaching a new company it is really important to emphasize the 'green' factor, supporting a charity and clearing out some space for them.

Mobile phones must be in good working condition with the battery. Please note that the payment for mobile phones takes slightly longer as they have to be sent away for electrical testing.

We can also pay for any surplus or unused stock. Companies quite often update their machines and find they have brand new toners left or sometimes they have a clear out and find old stock hidden away. The price of these items depends on the age, condition and type of cartridge. We can value these items once they have been seen.

The Authorised Collectors pricelists are within this pack. There is one for cartridges and one for mobile phones which is updated every 2 months. You will need to look carefully at this to see which items are worth something to you. As you may find that some companies just have £0 value items or waste and it may not be worth you collecting from them and wasting your time. Also, make sure you keep up-to-date with the pricelists as you may not realize some items have changed value.

Once you reach the minimum requirement of 200 items of value we can collect for free. We can only pay Authorised Collector prices if the minimum requirement is met at least every 8 weeks. Please find to follow our 2009 Collection Schedule for when we are collecting in specific areas. If you have a large quantity that needs collecting and we are not coming to your area soon. Please let us know and we will try our best to get it picked up so that you can clear some space for more cartridges! We can make a payment by BACS; your payment details are required when registering. A payment is made 30 days after the goods are booked in at the warehouse and you will receive a full breakdown of every item you send in.

A useful website is www.environment-agency.co.uk to keep up-to-date with any waste / recycling information.

GOOD LUCK AND HAPPY COLLECTING!



Further Opportunities

There is great potential for you to collect from hundreds of organisations and earn well through our scheme. Most companies will love the fact that they are being environmentally friendly, supporting a charity and having their waste taken away. However, some companies may be aware that they can get money for their cartridges and old mobile phones. If you come across any organisations where this is the case we would be able to pay you a finders fee if you recommend EmptyCartridge Recycling Ltd. The fee would be paid if the organisation registers with us and after their first collection. You would also need to make us aware that you recommended them. A good way to do this is to get the organisation to quote your name as a reference when enquiring about our prices. The Finders Fee is £6 per. new customer found by you.

There is the chance to increase your earning potential with us. Once, you have become an established collector we can give you existing EmptyCartridge Recycling Ltd customers for you to collect from. As, we already pay for their cartridges we would be able to offer you a fee of £8 per. consignment picked up. That means that you could add our customers to your own collection run and earn a further £8 per collection made from our existing customers. We would provide you with EmptyCartridge Recycling Ltd ID for those collections.