

About G&M Service Limited

G&M Waste paper Recycling was formed in 1980 and has now established itself as a highly competitive independent waste paper company.

Our offices are situated on the outskirts of London which allows a quick and efficient recycling service to the capital and the surrounding areas.

The fleet of vehicles, all owned by the company, are covered under registration with **The Road Haulage Association (R.H.A.)**.

We are also registered with **The London Waste Regulation Authority (L.W.R.A.)** to comply with **The Environmental Protection Act 1990 "Duty of care"**.

Benefits of Recycling

Economically

Over 60% of the UK's paper and board requirements are met by imports. Recycling will reduce this figure.

Landfill charges for the disposal of rubbish will be lessened by the recycling of paper.

The process involved in the recycling of waste paper takes manpower and therefore creates employment.

Environmentally

Recycling paper means that less trees need to be cut down, thus helping to preserve wildlife habitats.

Corporate Image and Ethics

Public perception is key to a company's success and there's no better way to enhance this than to be seen recycling.

Boost the moral of your workforce by actively encouraging them to personally assist in recycling their waste at work.

Security Papers

To ensure the highest level of confidentiality we recommend that all secure documents are shredded before they are sent to become pulp. A certificate of destruction will be issued to confirm that your documents have passed through this process. Charges for this service vary and will be discussed with each client.

Peace of Mind

Whether you choose secure paper shredding service or our standard paper recycling service, all documents are treated with the highest degree of confidentiality.

Environmental Policy

G & M Services Limited realise that some of the processes involved in the recycling of waste paper have the potential to cause damage to the environment. We as a company are committed to keeping these possible hazards down to a bare minimum.

Our Policies

- ✓ The use of BIO, Diesel in all our vehicles
- ✓ All journeys made by road are kept to a minimum
- ✓ Stationary used by the company is, where possible, recycled paper
- ✓ All waste is kept to a minimum

Recycling

At G & M Services Limited our years in the recycling business have enabled us to tailor recycling schemes to suit all types of customer or company, be it a small independent office or a large corporation.

High Quality Office Waste

Most of the paper that comes out of offices is of a high grade quality; this includes company memos, report, statements, letterheads, photocopy paper, laser prints and computer paper.

Printer's Waste

Printers waste is generally of a very high quality. With printers however, the waste, although all high quality, come in various grades. Then we are able to offer a payment which we will be happy to discuss with you.

Other Types of Paper

We will also collect coloured paper, pamphlets and company brochures. If you are unsure whether certain types of paper are suitable or not for recycling, why not send us a sample?

Storage

We supply various types of containers in which you can store your waste paper prior to collection. These range from sacks to bins to stillages.

Collections

Depending on location and size of collection, we can generally arrange a collection within 48 hours of a telephone call to us. We issue a "Document Destruction Certificate" (Specimen enclosed together with our Standard Conditions of contract).

Collection Procedures

Purpose

The purpose of this procedure is to define a system for co-ordinating the booking, collection and recycling of Waste Paper.

Method Statement

1. Collections shall be planned and scheduled in accordance with customer requirements. Any unscheduled collections requested will be responded to on a 'next day' basis. In the event that a collection cannot be made, the customer is to be notified at the earliest convenience and advised of the re-scheduled collection date.
2. The collection driver is to report at reception to announce his arrival.
3. The collection driver is to comply with all site Security and Health & Safety procedures.
4. Security containers shall be left with the customer to receive material for destruction. These containers remain the property of the company and if they are lost by the customer or, for any reason destroyed, defaced or damaged whilst in the customer's possession, then the customer shall pay to the company, a sum equivalent to the cost of replacement of any container so lost, destroyed or damaged.
5. When or driver has collected all material for security shredding, a receipt will be issued for all material collected. The paper will be securely transported to our destruction centre and recycled. A certificate of destruction will then be forwarded as a verification of this service.

IT Recycling

- All IT equipment is treated as secured waste.
- No IT items will be re-sold or used by any other third parties.
- All equipment will be recycled via a granulation method plus degassed system.
- All granulated items will be recycled and made into cladding fabrications section.
- Full duty of care transfer note will be issued as per collection.
- Various containers can be provided for storage and removal for said items.

1. Plastic stillages + (4 way entry) can be stored outside
2. Open top metal stillage + (4 way entry) can be stored outside
3. 240 wheelie bins lidded
4. 660 wheelie bins lidded
5. 1100 wheelie bins lidded

Sample of Conditions of Contract & Destruction Certificate



HEAD OFFICE: UNIT B
HIGHVIEW HOUSE
GRASMERE GARDENS
REDBRIDGE, ILFORD
ESSEX IG4 5LF

TELEPHONE: 020 8551 8731
FAX: 020 8550 0720
MOBILE: 07956 360708

Document Destruction

G and M

STANDARD CONDITIONS OF CONTRACT

1. These Conditions govern the terms under which G and M, hereinafter called the Company, shall carry out the service to the Customer.
2. Security containers shall be left with Customer to receive material for destruction. These containers remain the property of the Company and if they are lost by the customer or for any reason, destroyed, defaced or damaged while in the Customer's possession then the Customer shall pay to the Company a sum equivalent to the cost of replacement of any container so lost, destroyed, defaced or damaged.
3. Should any damaged containers be delivered by the Company in error, the Customer is required to inform the Company immediately. Damaged containers shall be replaced as soon as possible.
4. Material for destruction shall remain at the risk of the Customer until delivery to the Company. Such delivery is deemed to occur when the Company removes the material from the address for collection named by the Customer and a proper receipt is given after destruction, the material shall become the property of the Company.
5. All material received by the Company shall be deemed to be for destruction. If any material is delivered in error by the Customer then no claim shall be made against the Company by reason of its destruction, irrespective of any markings on the document, if filler article.
6. The Company shall ensure the material is destroyed as soon as possible after delivery by the Customer.
7. The method of destruction and the disposal of the material shall be at the Company's discretion.
8. The Customer warrants that no item of glass or metal, or any containers holding liquids, shall be delivered to the Company.
9. Charges as agreed between the Company and the Customer are payable within fourteen days of invoice. If payments are in arrears the Company is at liberty to suspend any further work for the Customer. No cash payments may be made to the Company's employees.
10. This agreement shall remain in force until terminated by either party with one month's notice in writing, sent by registered post.

Address: Reference No:

Telephone: Contact:

Date: Department:

Customer's Name:

Address: Collected:

Number of Bags:

Driver's Instructions:

Number of Bags Delivered:

G & M Waste Paper Recycling Signature

Customer's Signature:

Print Name:

NB: All business is transacted subject to the Company's standard conditions of contract printed overleaf.
L.W.R.A. Approved