

# TechServices Technology Recycling Program - California Drop-Off Form

## STAPLES ASSOCIATE INSTRUCTIONS

This form is to be used for recycling in California stores of all electronic equipment including data containing devices (including desktops and all-in-one computers, laptops & tablets, external hard drives, e-readers, cell phones, mp3 players, and other) and monitors. Complete the following steps:

- 1) Fill in your store number.
- 2) Specify the quantity of each listed item type recycled using the boxes below.
- 3) Have customer complete and sign the bottom portion of this form if they are recycling any monitors or data containing devices.
- 4) Scan in the appropriate recycle SKU number from the register guide for each item received.
- 5) **Fax this completed form to ERI, our electronics recycler, at (559) 579-1499.**
- 6) Attach a duplicate receipt to the back of this form and file in the Cash Office for 3 years.

California store number: \_\_\_\_\_

| Item Type | Laptop / Netbook / Tablet / All-in-one computer | Other data containing devices (desktop tower, external hard drives, mobile phones, GPS, etc.) | CRT monitor | LCD / LED monitor | Other non-data containing devices |
|-----------|---|---|-------------|-------------------|-----------------------------------|
| How many? |   |   |             |                   |                                   |

## TERMS OF SERVICE

By signing below you understand that while reasonable efforts will be made to safeguard and make any and all data on devices you give us for recycling inaccessible, Staples does not represent or warrant that such data will be free from theft, piracy, disclosure or other security intrusions. YOU ARE SOLELY RESPONSIBLE FOR REMOVING DATA FROM YOUR DEVICES, AND YOU ACKNOWLEDGE THAT YOUR SUBMISSION OF A DEVICE FOR RECYCLING WHICH CONTAINS DATA IS AT YOUR SOLE RISK. BY DROPPING OFF A DEVICE FOR RECYCLING YOU REPRESENT THAT YOU ARE THE OWNER OF THE DEVICE WITH FULL RIGHT AND AUTHORITY TO SUBMIT THE DEVICE FOR RECYCLING.

**I have read, understood and agreed to the above language.**

Date: \_\_\_\_\_

Written Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Business Name (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Please circle A, B, or C:

- A All items were owned and used in California by myself or the organization I represent.
- B All items were collected from other sources (not used by myself or my organization).
- C Other (please explain): \_\_\_\_\_

*Attention California customers: California law requires the source information above to accompany all covered recyclable electronic items to ensure material is collected from California sources.*