

DOCUMENT	SITE PROCEDURES
TITLE	Delivered Material Quotation & Account Application Form.

Date	Area	No
Customer Name	Contact Tel Number	
Contact Name	Contact email	
Invoice Address (To be completed by Customer)		

Material Type / Company Classification - Please indicate source of material by ticking the boxes below .√

Civic Amenity	Construction Demolition	Waste Transfer St.	Manufacturing	Engineering Light Industry	Distribution & Warehousing
SIC (2007)38.10	SIC (2007) 43.10	SIC (2007) 38.20	SIC (2007) 31.00	SIC (2007) 42.00	SIC (2007) 52.10
Packaging 15.01.03	New Wood 03.01.05NW	Chipboard 03.01.05CH	Demolition 17.02.01	Clean Mixed 19.12.07CL	Civic Amenity 20.01.38

<p>The price quoted is for the grade of material supplied as per page two. Material falling outside the agreed grade will be charged accordingly.</p>	Grade A	Per tonne
	Grade B	Per tonne
	Grade C	Per tonne

Delivery Vehicle Type	Registration Number
Waste Carriers Licence No	Frequency of deliveries

Weighbridge charge: The weighbridge charge is determined by the grade supplied but is chargeable per tonne, with a minimum 2 tonne charge

Material Specification Please Note
Timberpak guarantee to recycle 100% of acceptable material received.
The only exception to this will be any material that does not meet our specification. This will be sent to landfill.

The material specified in this quotation is the only material accepted under this quotation. We will only accept material listed in the 'Material Type' above and it is **not to** contain any material that may contain Halogenated Organic compounds or heavy metals as a result of treatment with wood preservatives or coatings.
Unacceptable materials include:- Treated Timber, Telegraph poles, Railway Sleepers, Window Frames if painted with lead based paints. MDF in any form i.e. Hardboard or Laminated Flooring. Green Waste, Metal, Plastic, and Paper, Cardboard, Rubber, Wire, Cloth, Rope, Bricks, Rubble, Concrete, Soil Dirt or other non wood objects. This list is not exhaustive. The company reserves the right to refuse entry to any vehicle that contains any unsuitable material. Alternatively you may be reloaded and send of site, or charged for further disposal at a landfill site for any unsuitable material that has been delivered to our depot.

Opening Hours Monday –Thursday: 8.00am till 5.00pm; Friday: 8.00am till 4.00pm

Important Please Read. By signing this quotation you agree to use Timberpak's services for the disposal of your wood waste, as and when required, for a minimum period of 12 months, and abide by our terms and conditions set out within.

Acceptance of terms set out above & site rules attached
 Signature.....NameDate.....

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GRADE A SPECIFICATION - PACKAGING MATERIALS 15.01.03	
030105 - PRODUCTION WOODWORKING, SAWDUST, OFF CUTS 150103 - WASTE WOOD PACKAGING	
Acceptable	Unacceptable (Contamination)
UNPAINTED SOFTWOOD PALLETS TIMBER OFF CUTS PACKING CRATES & BOXES CABLE DRUMS STILLAGES BEARERS ANY FORM OF SOLID TIMBER PACKAGING	MDF / HARDBOARD MELAMINE / FORMICA / LAMINATED UNFACED CHIPBOARD / CARDBOARD FELT / TAR / RUBBER / POLYPHENE PLASTERBOARD SOIL / FOLIAGE / TWIGS / BRICKS / GLASS PLASTIC / FOAM / TEXTILES RAILWAY SLEEPERS / TELEGRAPH POLES/ TREATED TIMBER

GRADE B SPECIFICATION – SOLID MIXED WOOD 19.12.07	
030105 - PRODUCTION WOODWORKING, SAWDUST, OFF CUTS 150103 - WASTE WOOD PACKAGING 170201 - CONSTRUCTION & DEMOLITION 191207 - CRUSHED WOOD MATERIAL FROM SKIP COMPANIES	
Acceptable	Unacceptable (Contamination)
ALL SOFT & HARD WOOD UNTREATED TIMBER ANY PACKAGING - PALLETS / CRATES & BOXES TIMBER OFF CUTS SOLID DOORS ROOF TRUSSES / FLOOR BOARDS WINDOW FRAMES / DOOR FRAMES / SKIRTING / ARCHITRAVES ETC PAINTED WOOD (NON LEAD BASED PAINTS)	MDF / HARDBOARD MELAMINE / FORMICA / LAMINATED UNFACED CHIPBOARD / CARDBOARD FELT / TAR / RUBBER / POLYPHENE PLASTERBOARD SOIL / FOLIAGE / TWIGS / BRICKS / GLASS PLASTIC / FOAM / TEXTILES RAILWAY SLEEPERS / TELEGRAPH POLES / TREATED TIMBER

GRADE C SPECIFICATION - LOW GRADE	
030105 - PRODUCTION WOODWORKING, SAWDUST, OFF CUTS 150103 - WASTE WOOD PACKAGING 170201 - CONSTRUCTION & DEMOLITION 191207 - CRUSHED WOOD MATERIAL FROM SKIP COMPANIES 200138 - MUNICIPAL / INDUSTRIAL	
Acceptable	Unacceptable (Contamination)
ALL SOFT & HARD UNTREATED WOOD ALL PACKAGING – PALLETS/ CRATES / BOXES TIMBER OFF CUTS/ SOLID DOORS ROOF TRUSSES / FLOOR BOARDS WINDOW FRAMES DOOR FRAMES/ PAINTED WOOD MELAMINE / FORMICA / LAMINATED CHIPBOARD Max 15% in the load OSB / PLYWOOD / UNFACED CHIPBOARD	ALL MDF inc, LAMINATE FLOORING, HARDBOARD CARDBOARD FELT / TAR / RUBBER / POLYTHENE PLASTERBOARD SOIL / FOLIAGE / TWIGS / BRICKS / GLASS PLASTIC / FOAM / TEXTILES RAILWAY SLEEPERS / TELEGRAPH POLES TREATED TIMBER

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Important Please Read

If loads are contaminated with other materials you will either be charged, a picking fee of £75.00 per load, plus landfill for material at £90.00 per tonne, or if the material will take longer than 20 minutes to pick the load will be rejected. Please ensure you read and fully understand our material specification.

Visitors Rules

Compliance with the following instructions is vital to ensure your safety and the safety of other people.

1. A copy of the Waste Management License and Working Plan is available in the site office, for inspection if required.
2. After entering the site following external site instructions, the following will apply:
3. All personnel must comply with site notices, instructions and traffic routing.
4. Smoking is forbidden in ff areas of the site.
5. Passengers must remain within the vehicle unless prior permission has been given by the appropriate permission.
6. No children or animals are allowed on site.
7. Whilst on site the following protective clothing must be worn:
 - High Visibility Jacket B85240
 - Hard Hat BS6629
 - Safety Footwear BS1870
 - Gloves As appropriate
 - Goggles/Visor As appropriate
8. Do not exceed speed limit of 10 mph.
9. No Materials or Items should be removed from or deposited on the site with out the express permission of the Site Management.

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Drivers Rules

1. Upon entering the site, the drivers of all vehicles must abide by the directional signs and report to the site office or supervisor.
2. Vehicles must not be parked on the side roads for any reason. There is adequate parking available on site.
3. The speed limit of 10mph must not be exceeded.
4. Drivers are expected to conduct themselves in a reasonable manner whilst on site and approaching or leaving the site.
5. Drivers arriving at the site must adhere to any verbal instructions given by the site manager.
6. Vehicles arriving must be correctly netted or sheeted.
7. Smoking is forbidden in areas of the site.
8. Passengers must remain inside their vehicles.
9. No animals or children are to be allowed on site.
10. All personnel must ensure that Personal Protective Equipment (PPE) is worn at all times.
11. It is the responsibility of every individual to report any dangerous accidents or occurrences to the management.

BY SIGNING THE QUOTATION FORM ABOVE YOU AGREE THAT YOU HAVE READ AND UNDERSTOOD THESE RULES.

ANY DRIVERS WHO DISREGARD THESE RULES WILL BE REFUSED ACCESS TO THE SITE IN FUTURE

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New Supplier Information Form

FULL TRADING TITLE*			
Full Trading Address *		Delivery Address (If Applicable)	
Post Code *			
Head Office Tel No *		Del Address Tel No	
Head Office Fax No *		Del Address Fax No	
Web Site Address			
Accounts Tel No *		Accounts Fax No *	
Accounts Contact *		Accounts Email	
Purchasing Contact *		Purchasing Tel No. *	
COMPANY REG NO *		VAT NUMBER *	
Business Type*		SIC (2007) Code*	
Registered Office Address *			
Name of Bank *		Account No *	
Address *		IBAN Ref No.*	
		Sort Code *	
		Credit Limit Required*	

It is essential that you fully complete this form. All areas marked with an “*” are mandatory.

All payments to be made to: Timberpak Limited
 HSBC Bank Plc
 Account No: 41153544
 Sort Code : 40-34-45
 IBAN: GB85MIDL40344541153544

Payment Terms are strictly 30 days Net

Interest will be charged on late payments at the rate of 4% per annum above Barclays Bank base rate from the date on which the amount became due until payment has been made in full (apart of a month being treated as a full month for the purpose of calculating interest)