



# RECYCLING

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**Step by step guide:**

1. Complete all sections of this form
  2. Fax the form to STARLAB on 01908 283802
  3. Ensure your LARGE box/es is/are ready for collection, ie sealed and clearly marked with STARLAB's address, inc the postcode, and the Biological Hazard Free Certificate is securely attached to the side of one of the boxes.
  4. STARLAB will arrange for a designated courier to collect the box/es - usually within 2 working days.
  5. Please notify relevant colleagues of the pending collection in case the courier arrives and you are not available – this ensures the courier does not go away empty handed and the box/es will be out of your way.
  6. If there are any problems, please contact Leanne Brett on 01908 283800 or at lbrett@starlab.co.uk
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## BIOLOGICAL HAZARD FREE CERTIFICATE

I confirm that these boxes of recycling contain **only STARLAB polypropylene products** and that all the items are **free of any biological hazards**.

Name: .....

Company: .....

Telephone No: .....

Email: .....

Signature: .....

Collection Address: .....

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Opening & Closing times: .....

N<sup>o</sup>. of Boxes: .....

**STARLAB (UK) LTD, 4 TANNERS DRIVE, BLAKELANDS, MILTON KEYNES, MK14 5NA**

**Tel: 01908 283800 Fax: 01908 283802 Email: [lbrett@starlab.co.uk](mailto:lbrett@starlab.co.uk)**

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**OFFICE USE ONLY:**

Date of Collection: ..... Collected by: STARLAB designated courier