

# Example LTD Asset Disposal 2018

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DECEMBER 27TH

**Chaps Computer Disposals**  
[Enquiries@chapscomputerdisposals.co.uk](mailto:Enquiries@chapscomputerdisposals.co.uk)



**Chaps Computer Disposals**  
Secure Recycling Solutions for your Business

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# Disposal Process

We aim to provide you with a report within 72 hours of collection.

**The Collection process is completely free of charge, and with our Secure Data Removal process you can have complete piece of mind knowing that your old redundant IT equipment has been securely erased of all your data.**

The following page contains the sample asset report and will contain the following information for each item:

- Category: Example: PC, Laptop, Keyboard
- Manufacturer: Example: HP, Lenovo, Apple
- Serial Number
- Asset number 1 (Your reference if available)
- Asset Number 2 (Our Reference)

**A copy of the report will be sent via 1<sup>st</sup> class post & Email.**



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**Certificate of Disposal & Secure Data Destruction**

|                                 |  |  |  |  |
|---------------------------------|--|--|--|--|
| Customer Name                   |  |  |  |  |
| Collection Date                 |  |  |  |  |
| Collection Time                 |  |  |  |  |
| Date of Secure Data Destruction |  |  |  |  |

| CATEGORY | MANUFACTURER | SERIAL NUMBER | ASSET1 | ASSET2 |
|----------|--------------|---------------|--------|--------|
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**CONFIRMATION**

**Chaps IT Hereby confirm that the list above relates to the IT equipment that was collected from the customer**  
**All Data has been removed from the devices in accordance with the 1998 Data Protection Act**  
**Any data media has been processed and all data removed by the approved software method or physically destroyed.**  
**No confidential data is retained or can be recovered from any of the items collected from the customer.**

|               |  |  |  |  |
|---------------|--|--|--|--|
| Engineer Name |  |  |  |  |
| Date          |  |  |  |  |
| Signed        |  |  |  |  |