

**DATED: November 2022:**

**Terms & Conditions for:**

HIGHLANDER INTERNATIONAL RECYCLING

“YOU BALE AND WE BUY” Cardboard and / or polythene recycling service

-----

Terms & conditions relating to the collection and purchase of baled recovered materials –  
mainly waste cardboard and polythene - and supply of recovered materials baling machines  
(recycling machines) under formal agreement and other related recycling services

-----

***Terms & conditions – November 2022***

**THESE TERMS & CONDITIONS** are made on the 10<sup>th</sup> August 2018 (and modified on 12<sup>th</sup> September 2019, 28<sup>th</sup> February 2020 & 3<sup>rd</sup> November 2022) and pertain to the Highlander International Recycling “You Bale and we BUY” cardboard and / or polythene recycling service as may be provided to companies, organisations or persons (Hereby known as “the customer”) who agree to use the service in its various forms and will broadly be in line with the” “scope of the service” described in clause 1.

**START DATE:**

The agreement between Highlander International Recycling and the customer agreeing to and using, the “You Bale and we BUY” materials recycling service, will always formally commence on the date the baler or balers are delivered and officially commissioned at the customer’s premises. Highlander will email the customer with the delivery and commissioning date and copy of the official commissioning certificate and this date, will be the official start date for the purposes of these terms and conditions.

**INTERESTED PARTIES:**

The parties obligated under these terms and conditions will always be:

(1)) **HIGHLANDER INTERNATIONAL RECYCLING** (Co. Reg. No. SC265586) whose main operating office is at 7 – 10 Linwood Avenue, East Kilbride, G74 5NR (“Highlander International Recycling”) and for the purposes of these terms and conditions and agreement between the interested parties, will be known as “HIR”.

**AND**

(2) **THE CUSTOMER** whose details will vary for each separate customer and such details will be recorded on the final approved and agreed Highlander International Recycling commercial proposals, which will form the basis of the agreement between the parties. As a minimum the customer details recorded will include:

- **Company registration number**
- **Company registered office**
- **Main operating office address (if different from above)**
- **Main operating office phone number**
- **Authorised point of contact**

Further customer details such as email addresses, hours of operation etc. will be recorded and stored within the HIR database in line with all Data protection legislation, prevailing at the time.

**CUSTOMER ACCEPTANCE OF & CHANGES TO THE TERMS OF AGREEMENT:**

The customer acknowledges and agrees to full acceptance of these terms and conditions of service pertaining to the “You Bale and we BUY” cardboard and / or polythene recycling service, by agreeing to and allowing for, any baler or balers (recycling equipment) to be delivered, installed and commissioned at their operations. Changes to these terms and conditions can only be authorised by formal, written agreement between the interested parties, with any authorised changes agreed by HIR, only permitted by way of a Director of HIR. Changes to the agreement by the customer, will be accepted and incorporated by way of agreement by the main contact person detailed in the corresponding Highlander International Recycling commercial proposals or the official and final “You Bale & We Buy” proposals. Changes to the agreement can be made by either email or formal letter, with email changes to the agreement contained herein, being the preferred method of implementing changes.

## **1. SCOPE OF SERVICE**

THE CUSTOMER has agreed an exclusive agreement, with HIR for the provision of a cardboard and / or polythene recycling service at THE CUSTOMER premises (or other waste collection systems for other materials for recycling as may be agreed between the parties and as would be detailed in appendix 3 of this agreement) and provision of a suitable baling machine or machines (Hereby known as the “recycling equipment” for the purposes of these terms and conditions of agreement between the interested parties) as may be required, for the baling, collection and eventual recycling of cardboard and / or polythene or other materials for recycling as may be agreed between the parties. The cardboard for recycling will be baled cardboard using the HIR provided baling machines and the finished bale of this material is known as “Corrugated board” or “OCC” (Old Corrugated Containers). The recovered plastic for recycling, will be generally be baled clear shrink wrap type polythene (95-5 type quality) using the HIR provided baling machines. Both the OCC and 95-5 polyethene materials will hereby be known as the “Recovered Materials” for the purposes of these terms and conditions and their specifications can be viewed in detail, in appendix 1.

## **2. SERVICE PROVISION:**

In consideration of clause 1 “Scope of service” HIR hereby agrees, that it will at all times and provide at its own cost, suitable baling machines (the type and quantity of which, would be deemed suitable and appropriate by way of prior site survey) and HIR will in turn, rent these to the customer at a fixed weekly cost, on a per baler provided basis. HIR will also provide a reliable handling, collection and recycling service for the recovered materials as described in appendix 1 or for other materials as may be agreed between the parties and which would be detailed in appendix 3. The specification of the baling machines (“recycling equipment”) deemed suitable and appropriate and as provided by HIR and required by the customer for the successful execution of the, “You Bale and we BUY” recycling service agreement / terms & conditions, can be viewed within appendix 2. THE CUSTOMER will provide at its own cost, a suitable power supply for the recycling equipment, any ground-works that may be required for the safe and efficient installation of the recycling equipment, labour for feeding the recycling equipment with recovered paper and / or recovered plastic (as applicable and relevant to the customer’s individual operations).

## **3. DURATION**

- 3.1 This agreement shall commence on the date the recycling equipment supplied by HIR to THE CUSTOMER, is installed and commissioned at THE CUSTOMER operating premises and this agreement shall continue in force for 60 months, from the actual commencement date. The agreement may be terminated at any time (pursuant and in compliance with clause 3.3) thereafter by either party giving to the other no less than 3 months’ notice in writing, whereupon this agreement shall cease but without prejudice, to any claims then outstanding by the one party against the other in respect of the provisions of this agreement, it’s terms and conditions or otherwise.
- 3.2 At a time to be agreed between the parties before the initial agreement has expired, THE CUSTOMER and HIR agree to discuss a possible extension to the agreement of a period of no less than 12 months, with a minimum termination period thereafter of 3 months. The terms of any extension will be negotiated in good faith between the parties, however the stipulations of this agreement will remain in place until terminated in full, the recycling equipment has been removed, or a new agreement extension is agreed.

- 3.3 A continuous auto-extension option is in place that can be activated between the parties, which will allow HIR and the customer to extend the contract period on an ongoing basis by a minimum of 12 months. This continuous auto-extension option will automatically activate unless either party decides no later than 1 month before any future termination dates, not to exercise said extension option, but this will not at any time affect any notice period required per the stipulations of clause 3.1, which will always apply during the contract.

#### **4. THE CUSTOMER OBLIGATIONS**

- 4.1 THE CUSTOMER undertakes to exclusively supply and sell all recovered materials as detailed in Appendix 1, or other materials for recycling as may be agreed between the parties and detailed in Appendix 3 any time during this agreement and as generated by their normal production operations, to HIR at all times during the duration of this agreement, including any extension, auto-extension or termination periods.
- 4.2 THE CUSTOMER undertakes to operate and use the recycling equipment as supplied by HIR with due care and attention and THE CUSTOMER will indemnify HIR accordingly in the event where the recycling equipment is damaged by any of THE CUSTOMER employees, contractors or any other representatives of THE CUSTOMER, by way of misuse, operator error, by negligence or by any means where damage to the recycling equipment is caused outside what can be deemed as fair wear and tear. THE CUSTOMER's liability under this clause is limited to the new replacement value of the recycling equipment which is in situ at the customer premises and such liability will be calculated using a number of different factors including but not limited to, the age of the baler, the number of bales made between the balers installation date to the date the damage was caused, the nature of & costs to repair the damage, the duration of the agreement that remains at the date of the damage, et al.
- 4.3 THE CUSTOMER undertakes to supply suitable power supplies for the efficient operation of the recycling equipment. HIR will promptly provide the details of the power supplies required to operate the recycling equipment, on request of THE CUSTOMER.
- 4.4 THE CUSTOMER undertakes to supply all labour required to feed the recycling equipment safely and efficiently with the recovered materials, as appropriate.
- 4.5 THE CUSTOMER undertakes to never allow on its operating premises where the recycling equipment supplied by HIR is situated, any other recycling equipment (Baling machines) or any other types of recycling equipment including but not limited to, open top or closed containers, compactor machines, compactor containers, baling machines of any nature or description, stand trailers, recovered paper or recovered plastic collection vehicles or other equipment or vehicles of any nature to collect and / or recycle the recovered materials as generated at the operating premises of the customer as described in appendix 1, as may be supplied by any other company, person, trader, partnership or organisation, throughout the duration of the agreement including any extension or termination periods.
- 4.6 THE CUSTOMER undertakes to allow HIR and / or its contractors to enter the operating premises of THE CUSTOMER within normal working hours (these hours of which, will be agreed between the parties and appropriately recorded for reference), for the purposes of collecting the recovered materials as described in appendix 1 by way of suitable collection vehicle, and for the

purposes of providing either servicing or repairs to the recycling equipment as is deemed necessary to allow the machine to operate efficiently and / or safely. Such access will be permitted by THE CUSTOMER, provided that HIR provides appropriate advance notice to THE CUSTOMER of such servicing or repairs to the recycling equipment.

- 4.7 THE CUSTOMER undertakes to provide competent employees that will operate the recycling equipment safely and correctly on an ongoing basis and such employees will also perform basic, daily checks on the recycling equipment. Such basic checks shall consist of visual checks only and THE CUSTOMER undertakes to complete a weekly check sheet, as supplied by HIR, for each baler and send this to HIR on a regular basis, so HIR may act on any defect or issue with the recycling equipment, in a timely fashion and with minimum disruption to THE CUSTOMER or its operations. The customer also undertakes to report any faults or issues with the recycling equipment, to HIR in a timely manner, so HIR may address these faults accordingly.
- 4.8 THE CUSTOMER undertakes to provide adequate insurance for the recycling equipment and for the purposes of this agreement the maximum insurance value for every individual baler rented from HIR, is £13,000.
- 4.9 The customer undertakes to supply their own baling wire to a specification suitable for safely and securely tying off the bales of recovered materials as produced by the recycling equipment and the customer undertakes to use a sufficient amount of baling wire, appropriate for the nature of the materials being baled and in general this will be a minimum of 4 wires for cardboard waste being baled and a minimum of 6 wires for polythene waste being baled (where the baler for polythene allows up to 6 wires). HIR can supply suitable baling wire to the customer and HIR guarantees this wire will meet the required specification, however in instances where customers buy their own wire, the specification required must be **Black annealed, low tensile, oiled, cut and looped, steel baling wire, with minimum diameter of 3.25mm.**
- 4.10 While HIR will endeavour to collect the recovered materials utilising our own "self-loading" collection vehicles, in situations where this self-loading vehicle is unavailable due to servicing / repairs etc. to load the recovered materials, THE CUSTOMER shall provide at its own cost labour and powered lifting equipment / forklift trucks to load the alternative collection vehicle with recovered materials.
- 4.11 THE CUSTOMER undertakes to notify HIR of the requirement to arrange a collection of bales at a minimum number of 6-10 bales and HIR will collect these on a set day every week, when we are in the customer's area of operations performing other collections, on a basic "Milk Run" collections system principle.
- 4.12 The customer undertakes to indemnify HIR for all aborted collections at the customer operations at a standard rate of £89 + VAT in instances where HIR cannot get access to the recovered materials within 20 minutes of arrival at the customer operations. In such instances, the GPS report provided by the HIR vehicle tracker company, will be used as the main evidence of the aborted collection and HIR will provide this report to the customer within 72 hours of the date of aborted collection and HIR will provide any other relevant evidence pertaining to any such instances of aborted collections.
- 4.13 THE CUSTOMER undertakes to never attempt to perform repairs to the recycling equipment, without the express written permission of HIR.

## 5. HIR OBLIGATIONS

- 5.1 HIR undertakes that it or its sub-contractors will always during this agreement, provide a suitable collection service and guaranteed outlet for the recovered materials supplied by THE CUSTOMER as outlined in clause 1 of this agreement and as described in detail in appendix 1. Such collection vehicles are to be always roadworthy and in good condition, have all statutory certificates and accreditations required to operate on the public highway and also come with adequate straps and securing equipment, so the recovered materials can be stored and transported in a safe, secure and legal manner.
- 5.1 HIR also undertakes to ensure the collection of recovered materials produced at the operations of THE CUSTOMER (where the recycling equipment is located), are performed to the satisfaction of THE CUSTOMER at all times and where required, both parties will agree a suitable collection schedule, before and if any changes occur at THE CUSTOMER operations, after the commencement of the agreement. HIR operates collections of baled recycled materials on a "milk run" type basis, where we will be in a customer's geographical area on set days every week and HIR will advise the customer, as to what days we will be in these areas, prior to the commencement of the agreement. HIR also undertakes to inform the customer in advance, if the scheduled collection days for their geographical area changes and will work with the customer, to ensure the customer's service requirements are suitably met by any such changes, to the collection dates in their specific area.
- 5.2 HIR undertakes to supply the recycling equipment to THE CUSTOMER throughout the duration of the agreement - including any termination or extension periods – at a fixed weekly rental rate which will be proposed and agreed by way of the final approved Highlander International Recycling commercial proposal, which will form the basis of the agreed rental charge for the recycling equipment, agreed between the parties.
- 5.3 HIR undertakes to supply suitable steel baling wire to THE CUSTOMER – if the customer so requires - for the safe and secure tying of the bales of recovered materials, produced by the recycling equipment supplied, at the market variable cost price at the time of purchase (which would include any handling and delivery charges) to THE CUSTOMER throughout the duration of the agreement including any termination or extension periods and the specification of wire required is **Black annealed, low tensile, oiled, cut and looped steel baling wire, with minimum diameter of 3.25mm**. HIR also undertakes to promptly inform the customer if the wire specification changes and will ensure only the correct wire is supplied to the customer thereafter, if the customer so chooses to purchase the wire from HIR.
- 5.4 HIR undertakes to supply to THE CUSTOMER a monthly tonnage report detailing the types, weights and values of all recovered materials supplied to HIR. HIR undertakes to supply this to THE CUSTOMER within 5 working days after the end of each month.
- 5.5 HIR undertakes to perform at least one full service per year on the recycling equipment, utilising a duly qualified engineer and this will be performed free of charge to THE CUSTOMER throughout the duration of the agreement including any termination period. This service will be performed at a time convenient to THE CUSTOMER operations and HIR will agree this in advance before arranging the engineer to visit the customer operations (the site where the recycling equipment is installed) to perform the service.

- 5.6 HIR undertakes to perform all fair wear and tear repairs to the recycling equipment, utilising a duly qualified engineer and this will be supplied free of charge to THE CUSTOMER throughout the duration of the agreement including any termination period. Such repairs will be performed at a time convenient to THE CUSTOMER operations and HIR will agree this in advance before arranging the engineer to visit the customer operations (the site where the recycling equipment is installed) to perform any such repairs.
- 5.7 HIR undertakes to perform all repairs to the recycling equipment caused by damage, misuse or negligence by THE CUSTOMER employees, contractors, or any representative of THE CUSTOMER, utilising a duly qualified engineer and such repairs will be recharged to THE CUSTOMER accordingly. Such repairs will be performed at a time convenient to THE CUSTOMER operations and HIR will agree this in advance before arranging the engineer to visit the customer operations (where recycling equipment is installed) to perform any such repairs.
- 5.8 HIR undertakes to perform all repairs to the recycling equipment caused by damage, misuse or negligence by HIR employees or HIR contractors, utilising a duly qualified engineer and such repairs will be performed free of charge to THE CUSTOMER. Such repairs will be performed at a time convenient to THE CUSTOMER operations and HIR will agree this in advance before arranging the engineer to visit the customer operations (the site where the recycling equipment is installed) to perform any such repairs.
- 5.9 HIR undertakes to provide full training to the nominated employees of THE CUSTOMER on the agreement commencement / recycling equipment installation date in use of the recycling equipment and also undertakes to provide refresher training on an annual basis, for up to 5 of THE CUSTOMER'S employees, free of charge provided that, the training can be performed at the same time as the annual service of the recycling equipment is performed, per the requirements of clause 5.6. HIR will also provide to the customer a training video which the customer may use to provide further training to their employees and this video will be provided to the customer at any time during this agreement, completely free of charge.
- 5.10 HIR undertakes to provide all reasonable support, advice and assistance to THE CUSTOMER apropos the successful execution of this agreement and with any other waste or recycling related projects undertaken by THE CUSTOMER, during the term of this agreement.

## **6. QUALITY CONTROL**

- 6.1 HIR and THE CUSTOMER will nominate competent persons to oversee the quality of the recovered materials produced and collected from the customer operations (the site where the recycling equipment is installed) and THE CUSTOMER will indemnify HIR against costs arising from poor quality recovered materials supplied including but not limited to excess moisture costs, sorting costs, collection service costs and where relevant, local disposal costs, provided that HIR can demonstrably show that the poor quality recovered materials received were as a direct result of actions of THE CUSTOMER employees or contractors. In instances where non-conforming recovered materials are received by HIR from THE CUSTOMER, suitable evidence will be supplied by HIR to THE CUSTOMER as justification of any resulting costs and such evidence will include quality reports, moisture testing reports, digital photographs and anecdotal evidence where appropriate. HIR undertakes to inform THE CUSTOMER of any and all non-conforming recovered materials, within 48 hours of receipt of said materials and also undertakes to cap the cost

of rectifying any quality related losses to £175 per ton, provided that the quality issues do not involve the receipt or handling by HIR, of any hazardous or dangerous waste materials which may have originated from THE CUSTOMER.

- 6.2 In instances where THE CUSTOMER bales materials which contravenes the specification as detailed in appendix 1 and as a result damages the recycling equipment as detailed in clause 4.2, THE CUSTOMER agrees and undertakes to indemnify HIR the aggregate costs of the damage / quality incident.

## 7. **REBATES / CHARGES FOR RECOVERED MATERIALS RECYCLING**

- 7.1 The rebates or charges per tonne payable by HIR to THE CUSTOMER or vice versa for the Recovered materials (excluding VAT) shall be set out in Appendix 1. Recovered material rebates / charges will be reviewed and agreed on a monthly basis, which will be the new rebate or charge to THE CUSTOMER for all collections of recovered materials by HIR for the following month.

- 7.2 The rebate reviews / movements each month shall take note of the UK Domestic mill price indicators for the appropriate recovered materials as displayed on the Lets Recycle web site, recovered paper prices section (<https://www.letsrecycle.com/prices/waste-paper/>) The average price movement each month as shown on Lets Recycle shall be considered by HIR when agreeing the rebate for relevant recovered materials for each rebate review period and any such price adjustment based on Let's Recycle, shall be implemented 1 month in arrears.

- 7.3 Recycling charges implemented by HIR to the customer will only be applied once the average price for "Old KLS (Cardboard) within the domestic mill price section of "Lets Recycle" ([Lets Recycle Domestic price check index](#)), falls below the rate of £55 per ton and all recycling charges will be applied on a per ton basis the value of which, will be advised to the customer accordingly.

## 8. **WEIGHT CALCULATION**

The weight of the Recovered materials collected by HIR from THE CUSTOMER shall be as recorded on the HIR nominated weighbridge, assuming that the weighbridge nominated by HIR is fully calibrated on at least an annual basis. HIR will make payments to THE CUSTOMER and vice versa based on weights provided by HIR and HIR will provide a copy of the weighbridge calibration certificate to the customer, within 48 hours of request by the customer.

## 9. **PAYMENT**

- 9.1 HIR shall issue to THE CUSTOMER, a self-bill invoice for all tonnages of recovered materials received, on a monthly basis and full payment will be issued to THE CUSTOMER for all self – bill invoices around 28 days from the date said monthly self-bill invoices are generated and then delivered to the customer via email. All self-bill invoices will specify the tonnages as evidenced by HIR weighbridge tickets. HIR reserve the right to contra any amounts relating to costs incurred including, but not limited to supply of poor-quality recovered materials by THE CUSTOMER, damage to the recycling equipment by THE CUSTOMER, aborted collection costs, recycling equipment rental costs and other bona fide costs incurred by HIR as part of this agreement or otherwise, which can demonstrably be attributed to the customer. Self-bill invoices will also clearly specify the enclosed details:

- Grade of recovered material supplied by THE CUSTOMER to HIR
- Monthly rebate per ton for each recovered material supplied



- Order numbers / HIE numbers (Where applicable)
- Weighbridge / waste transfer / consignment ticket number

9.2 THE CUSTOMER undertakes to pay all invoices including but not limited to invoices for rental of the recycling equipment, supply of poor-quality recovered materials by THE CUSTOMER, damage to the recycling equipment by THE CUSTOMER, aborted collection costs and other bona fide costs incurred by HIR as part of this agreement or otherwise, which can demonstrably be attributed to the customer, to HIR within 28 days from the invoice dates.

9.3 THE CUSTOMER agrees to utilise a direct debit system for payment of invoices issued by HIR as part of the agreement or otherwise. HIR will in exceptional circumstances, waive the need to implement a direct debit system with such waiver only being authorised by a director of HIR and provided in writing before the installation of the recycling equipment by THE CUSTOMER operations.

## 10. TITLE

10.1 HIR shall take immediate title to all recovered materials for recycling collected from THE CUSTOMER as soon as they are loaded on the appropriate collection vehicles of HIR or its nominated collection contractors.

10.2 The recycling equipment shall remain the property of HIR at all times, throughout the duration of this agreement, including any extension and termination periods and will remain the property of HIR after the recycling equipment has been removed from the customer premises

## 11. USE OF AUTO ALERT SYSTEMS

HIR can provide recycling machinery to the customer and with their prior agreement, which "auto alerts" pre-determined contacts of both HIR and THE CUSTOMER – by way of text message and / or email - to any significant event occurring with the baler. This "Auto-alert" system will require the procurement and installation of a SIM card within the PLC system of the recycling equipment and the responsibility and costs of providing the SIM card will be borne by HIR. HIR will prior to the installation of the recycling machinery, ask for the contact details of THE CUSTOMER, who will want to receive the auto alerts from the baler and these will be programmed into the balers auto alert system, completely free of charge. All contact details provided by the customer will be recorded and stored within the HIR database in line with all Data protection legislation, prevailing at the time and any changes to the contacts of THE CUSTOMER as to whom receives the auto alerts, must be advised to HIR as soon as is practically possible. THE CUSTOMER agrees to never remove or replace the SIM card provided and installed in the recycling equipment by HIR, under any circumstances and any issues pertaining to the provision and operation of the SIM card installed in the recycling equipment, will be the sole responsibility of HIR, at all times.

## 12. DUTY OF CARE, JURISDICTION AND OTHER LEGISLATION

This Agreement is subject to laws of Scotland and all disputes arising out of this Agreement shall be subject to the non-exclusive jurisdiction of the Courts of Scotland.

## 13. FORCE MAJEURE

HIR shall not be deemed to be in breach of the agreement or otherwise be liable for any failure or delay to collect the recovered materials and / or supply the services relating to collection of recovered materials, or provision, service, maintenance or

repairs of the recycling equipment or any other aspect pertaining to the execution of this agreement, arising from circumstances outside our reasonable control including, but not limited to acts of God, governmental actions or regulations, national emergency, acts of terrorism, protests, riots, civil commotion, strikes, lock-outs, other labour disputes (whether or not relating to either party's workforce), accidents, war, fire, explosion, flood, epidemic, reduction in or unavailability of power at the HIR recycling plant, sudden and significant drops in the values of the recovered materials, breakdown of the recycling equipment as described in appendix 2 of this agreement, breakdown of HIR or its sub-contractors plant, machinery or collection vehicles, or restraints or delays affecting HIR collections of the collections of its nominated collection contractors.

#### **14. TERMINATION**

If either party shall at any time fail to observe or perform any of the obligations contained in this Agreement and after receiving not less than twenty one business days written notice from the other party specifying such neglect or refusal it shall not have remedied the same, the other party may terminate this agreement giving thirty days further notice but without prejudice to any right which either party might have to claim damages against the other in respect of such default or of any default which may have arisen prior to the date of termination.

#### **15. EARLY TERMINATION COSTS**

If for whatever reason the agreement between HIR and the customer is terminated prior to the agreed duration as detailed in clauses 3.1 & 3.2, the customer agrees to pay to HIR the costs of both delivering the recycling equipment and removal of the recycling equipment from the customer premises and while this cost may vary depending on various considerations such as the customer location, number and nature of the recycling machines and other pertinent factors, the total costs here to the customer in this instance will be capped at £959 + VAT which include the hiring of a suitable lifting vehicle and engineers to disconnect and safely position the recycling machines for lifting. The customer undertakes to pay to HIR the costs detailed above in a timely fashion and this will strictly be no more than 14 days from the date of the invoice provided by HIR pertaining to such costs.

## Appendix 1 – recovered material rebates and specification / quality required

### Highlander International rebates at start of agreement (Collected rates):

Material / Item	Description	Requirements	Transport charge	Price / charge per ton
<b>Mill sized Baled cardboard (OCC)</b>	Baled cardboard in mill sized bales, tied with minimum 4 steel baling wires	We would require the bales to be placed on pallets and we will collect these on your request when you have a total of 6 bales ready	<b>Free of charge</b>	<b>This varies per customer and will be detailed in the final commercial proposals</b>
<b>Baled clear polythene / shrink wrap 98-2 grade</b>	Baled Scrap shrink wrap / polythene being 100% clear, tied with minimum 6 steel baling wires	We would require the bales to be placed on pallets and we will collect these on your request when you have a total of 6 bales ready	<b>Free of charge</b>	<b>This varies per customer and will be detailed in the final commercial proposals</b>
<b>Provision of recycling machine</b>	The type of machine will vary due to customer requirements	The customer will need to provide a power supply and safe location to allow the machine to be installed and ready for use	<b>Free of charge (Except when the terms in clause 15 apply)</b>	<b>This varies per customer and will be detailed in the final commercial proposals</b>

### Waste Cardboard grade “Corrugated Board” (in Mill Sized Baled Form):

RECOVERED MATERIAL SCHEDULE FOR baled “corrugated board” - Used boxes and sheets of corrugated board of various qualities, may include 5% of other packaging papers and boards (Grade reference 1.05.01 on the revised EN643 European Standard for Paper and Board Recycling) - Categorized as OCC – Old corrugated containers within the Let’s Recycle website and based on material suitability and quality for the Chinese recovered paper market.

### Unacceptable / Prohibited material (Including but not limited to):

- Metals (excluding pins, staples + baling wires)
- String (Unless used to tie / secure the bales)
- Glass / Textiles / Wood / Sand and Building Materials
- Plastic (excluding Sellotape) / Silver Foil or Metallised Papers
- Food waste or Food Contaminated Paper
- Synthetic Papers / Waxed Papers/Boards / reel end wrappers
- Burnt or Degraded Paper or Rubbish of any description - **Total 0%**

### Moisture: Goal: 12% or lower

The storage & handling of all recovered paper should be without the influence of rain & sun, and kept as clean and dry as possible through the collection & sorting process.

**Plastic film (98-2 quality):**

Clear LDPE polythene bags with maximum 2% coloured LDPE free from all damaging fractions

**Unacceptable / Prohibited material (Including but not limited to):**

- Metals (excluding baling wires)
- String (Unless used to tie / secure the bales)
- Glass / Textiles / Wood / Sand and Building Materials
- Paper / cardboard (Except to cap both ends of the polythene bale)
- Food waste or Food Contaminated plastics
- Dirty, contaminated or coloured polythene
- Burnt or Degraded Paper or Rubbish of any description - **Total 0%**

**Moisture: Goal: 10% or lower**

The storage & handling of all recovered plastic should be without the influence of rain and sun, & kept as clean & dry as possible through the collection & sorting process.

**Images of baled recovered materials as below (For illustrative purposes only):**

(Above – Baled corrugated board and below. baled 98-2 polythene)



## **Appendix 2 – Specification of recycling equipment supplied by HIR:**

### **Description of the equipment required:**

(Will be from the following 4 units dependent on the most appropriate machine for the customer's particular application / circumstances)

- **Dicom PGV650 Vertical Mill Size Recycling Baler**
- **Dicom PGV650P Vertical Mill Size Recycling Baler**
- **Orwak Power 3620 Vertical Mill Sized Recycling Baler**
- **Orwak Power 3820 Vertical Mill Sized Recycling Baler**
- **Or equivalent baler which makes suitable mill sized bales for recycling**



### **Minimum specification applicable to all recycling equipment, potentially supplied:**

- Counter balanced loading door
- Bale made warning light
- Auto bale eject system
- Six strand wire or tape tie-off
- Key start operation
- Emergency stop
- 24volt control system
- Dual channel safety circuit monitoring
- PLC control system

**Additional specification can be supplied with the baler / recycling equipment depending on the baler which is deemed appropriate to the application of the customer – all machines will be provided fully CE marked, with machine serial number, date of manufacture, make, model and comes with full instruction manual.**

**Appendix 2 – Description of other material collections / other recycling services provided which are included in this “You bale and we buy” recycling agreement:**

**Please use this space to describe the other services provided to the customer which are to be included as part of this “You bale and we buy” agreement:**

**Service description:**

**Charges and / or rebates applicable for the additional services described above:**

**Date:**

**Completed by:**

**Signed:**

**As this appendix will be bespoke to each individual customer we provide service to, once completed HIR will email a copy of this to the customer for their records. The customer has 7 days from the sending of this completed appendix to inform HIR of any changes to the appendix details otherwise, these details will formally become part of the “You bale and we buy” agreement and may only be changed by way of written agreement, between both the customer and HIR.**