

Scrap Metal Collector's Records

The records must be kept for 3 years

Reference Number

Metal Received:

Name of the person scrap collected from:-.....

Home address of the above person:-
.....
.....
.....

Document(s) copied to verify above person:-*(ie DVLA licence)*
.....

Item(s) collected *(ie broken Hotpoint washing machine model ABC123)*
.....
.....
.....

Type of scrap metal *(ie steel, aluminium, copper etc)*
.....
.....
.....

Date collected: Time collected:

Method of Payment: cheque bank transfer.

Paid by *(full name of collector or employee)*

Registration number of any VEHICLE which delivered scrap metal to you
.....

Name and address of any COMPANY scrap metal was collected from
.....
.....

Are they the producer or importer of the waste?.....

Signature of Person authorised by the Company.....

Metals Disposed:

Date of disposal of the above metal

Time disposed

Disposed/sold to *(complete full name and address including postcode)*
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.....
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