

To

**Office in charge,  
Sub. Working Terms and Conditions.**

Respected Manager,

We are ready to lift/destroy yours old/obsolete at following working terms and conditions:

1. Payment of lifted records will be made after receiving paper mill report. We do not make on the spot payment.
2. **MOST IMPORTANT & CONSIDERABLE POINT** - Kindly communicate with yours immediate controlling office to check any authorization of local vendor before calling us.
3. Branch manager can opt for this exercise itself. If sanction to taken, it should taken before calling us as our operation will completed in single visit.
4. We can help in sorting, identification and listing of old/obsolete records as per bank guidelines free of cost. This service is only for banks.
5. **Our purchase rates per quintal** in each category are: White waste paper - 1015, Color waste paper - 415, File cover - 215, Card board 65 . We do not offer flat rate.
6. Dispute if any, subject to Patiala jurisdiction.
7. Weight of each category will come to know from end user report. No category wise segregation will do at branch/office level. However if feasible we will provide you weight of stock.
8. Mode of destruction is recycling in paper mill. We do not provide shredding services.
9. All working expenses will bear by us.

Kindly consider the above and reply accordingly.

Thankfully, With regards.  
Yours sincerely,



**(GAURAV SINGLA)**