**Item Recycling Form**

Please complete the form below and email to [spurs@hud.ac.uk](mailto:spurs@hud.ac.uk)

In the product information section please provide as much detail as possible, e.g. dimensions, colour, features, damage, are keys included etc. The end date field allows you to specify how long the item should appear on the Web.

If possible please attach a jpeg image of your item(s) to the email. If you are unable to photograph the item(s), please provide a convenient date/time for Adrienne to arrange a photograph to be taken.

Your information will then be placed on the Web and you will be notified via email if your items are reserved.

As a last resort items may be recycled externally, incurring a small charge. We have asked you to provide a cost centre to accommodate this.

**Thank you!**

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| Name | Click here to enter text. |
| Email Address |  |
| Department | Click here to enter text. |
| Room Number | Click here to enter text. |
| Cost Centre | Click here to enter text. |
| **Item Information** |  |
| Item Name | Click here to enter text. |
| Category | Choose an item. |
| Condition (please rate 1-5; 1=poor and 5=new) | Choose an item. |
| Quantity | Click here to enter text. |
| Item Location | Click here to enter text. |
| End Date | Click here to enter a date. |
| Product Information | Click here to enter text. |