



Pick Up Scheduling Form for Large Volume Generators

Fax: 604-473-2411

Date Faxed to Encorp Office: _____ ATTN: Linda Park

Pick Up Regions & Minimum Pick Up Quantities:

For Metropolitan Vancouver, Victoria and Kelowna areas, pickups should take **approximately 2 weeks**.

We will attempt to consolidate loads and pick up products as quickly as possible.

- Greater Vancouver, Greater Victoria and Kelowna Regions: Minimum Pick-Up Quantity: 3 Pallets
- Interior, Kootenay, Northern BC Regions: Minimum Pick-Up Quantity: 5 Pallets

Please Note: Pick up is based upon transport carrier convenience, when there is space in the truck and that the truck can be routed to the region of pick up.

If quantity is lower than minimums, please locate and contact your Return-It Electronics™ site by going to:

www.return-it.ca/electronics/locations OR www.electronic recyclingbc.ca

Sorting Requirements:

We ask that Large Volume Generators pre-sort the products into 3 specific product types:

1. **Display devices**
 - a. TVs
 - b. Computer Monitors
2. **CPUs and Laptops**
3. **E-Bag products**
 - a. Computer peripherals
 - b. Desktop printers
 - c. Electronics components
 - d. Personal/portable audio/video playback and/or recording systems
 - e. Vehicle audio & video systems
 - f. Non-cellular telephones & answering machines
 - g. Home audio/video playback & recording systems

These are the only products that are included in this program at this time. All other products are excluded and are not to be included in any of the pallets. For a complete list, please see www.return-it.ca/electronics/acceptable.

Packaging and Palletization:

We ask that you build the pallets to the following specifications:

- TVs and Computer Monitors should be palletized between 4'6" and 5'6" high. **Approx 24 monitors.**
- Computers, CPU's and Laptops should be palletized between 4'6" and 5'6" high. **Approx 30 to 40 CPUs.**
- E-Bag Products (see above) are to be placed into Gaylords or E-Bags. (Please do not pack higher than the side walls of the Gaylord or E-Bag).

Please note that the transporters have the first right of refusal, should they believe that the pallets and E-Bags have not been properly packaged.

Pallet Wrapping:

Please use a minimum of 35 revolutions per pallet or 1/2 roll of shrink wrap. Please make sure that the pallet wrap is wrapped around the base onto the pallet.

Large Volume Generator Information:

Company Name: _____ Contact Name: _____

Pick Up Address: _____ City: _____

Phone Number: _____ Email Address: _____

Company Hours: _____ Note(s): _____

Number of Complete, Wrapped Pallets Ready for Pick Up:

Pallets of Monitors / TVs

Pallets of CPUs / Laptops

Gaylords / E-Bags of Peripherals

PLEASE SIGN BELOW:

By having Encorp Pacific pick up computers and other data sensitive electronics, your company agrees to accept all responsibility for the release of any personal or private information in them. Personal and private information in your electronics may not be protected from disclosure after it is picked up by Encorp.

I confirm that my company has packaged all products per the packaging & pallet wrapping requirements as indicated on this form:

Signed: _____ Date: _____