



Pick Up Scheduling Form for Large Volume Generators

Fax: 604-473-2411

Date Faxed to Encorp Office: _____

email: eoleinfo@returnnit.ca

Pick Up Regions & Minimum Pick Up Quantities:

- Greater Vancouver, Greater Victoria and Kelowna Regions - **3 Pallets**
- Interior, Kootenay, Northern BC Regions - **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

All pickups may take approximately 1 week

Sorting Requirements:

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

- 1. Display devices (including flat screens on top)**
 - a. TVs
 - b. Computer Monitors
- 2. CPUs, laptops, and servers (laptops on top)**
- 3. E-Bag products**
 - a. Portable Audio Video Products
 - b. Cellular and Non-cellular telephones & answering machines
 - c. Computer & Video Gaming Peripherals
 - d. Audio Video, Gaming Products & Musical Instruments
 - e. Aftermarket Vehicle Electronic Products
 - f. Printing Products & Multi-Function Devices
 - g. Other IT Devices
 - h. All-in-One & Floor Standing Products
 - i. Electronic Toys (E-Toys)

These are the only products that are included in this program. 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/products.

Packaging and Palletization:

All electronics must be packaged to the following specifications:

- Display devices should be palletized between 5' and 5'5" high. **Approx 24 monitors.**
- CPUs, laptops and servers should be palletized between 5' and 5'5" high. **Approx 30 to 40 CPUs.**
- E-Bag products are to be placed into E-Bags. (Please do not pack higher than the side walls of the E-bag).

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

Pallet Wrapping:

Please use a minimum of 30 revolutions per pallet or 1/3 roll of shrink wrap. Please make sure that the shrink wrap is wrapped around the base of 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
Display Devices

Pallets of
CPUs / Laptops

Gaylords / E-Bag
Products

PLEASE SIGN BELOW:

By having Encorp Pacific pick up 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: _____