

Good Day,

Thank you for obtaining a commercial RFID card for your company to use at your local Transfer Station.

Your cards are **activated** and ready to use for deliveries to the site. * Please ensure your driver(s) have a card with them for any deliveries to the site. Access will not be permitted without a card. Advise your drivers to ask the attendant on site for guidance as to how to use the card system on their first delivery to the site to ensure the process is done correctly for future deliveries.

A credit reference check will be performed for all new card applicants.

Please note that starting May 1, 2017, there will be a **\$5.00 replacement fee** for any lost/misplaced cards. This fee will be applied to your account at the time a replacement card is issued.

You will receive a waybill, emailed to the address you provided, each time one of your cards is used at the site for record keeping purposes only. **Do not make any payments when you receive waybills.**

An official monthly invoice will be sent directly to your email address or mailing address for payment purposes. Your invoice will reference each of the waybills from the previous month and the charges incurred with each delivery. Payment is to be made **within 30 days of the date of the invoice.**

Your first waybill may go to your junk mail as it will come from an automated system. Please ensure you accept this email as 'not junk mail' to ensure you receive future waybills and invoices in your inbox.

The payment methods accepted at our office include cheque, credit, cash and debit. **Credit card** payments for commercial accounts are **subject to a 2% convenience fee**. The Bank of Montreal and Bank of Nova Scotia offers WRWM as a bill payment option for their clients using online banking. To take advantage of the BMO or Scotia Bank online banking you will need to **select one of your WRWM card numbers as your account number** and ensure you use it each time you use the BMO or Scotia bank online banking option.

Your signature below indicates your agreement to pay any amounts charged to your card(s).

If you have any questions or concerns about this card system, please contact our office or visit our website for more information.

Thank you,

Western Regional Waste Management Office

*The undersigned agrees to the terms as stated above on behalf of his or her business or organization on receipt of the allocated commercial RFID card(s).

Signature

Date

Name of business/organization

Card number(s) assigned: _____