

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. The current rate at the waste site is \$164.00/tonne.

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 card 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. We request that payment be made **upon receipt 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.

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: _____

COMMERCIAL CARD APPLICATION FORM

Western Regional Waste Management
Data Management System RFID Card Application

Company Name: _____

Company Address: _____

P.O. Box

Street Address

City

Postal Code

Office Phone: _____ Fax #: _____

Contact Person: _____

Contact's Email / Office Phone / Cell Phone

Invoice Email: _____

For your records, a waybill will also be sent to this email address with each delivery.

Number of RFID Cards required for your organization/town: _____

(For example, if your organization/town has three trucks operating constantly on routes for waste collection you may need three cards issued, one for each truck.)

Which waste disposal site do you currently use? Please check all that apply.

Wild Cove

St. Georges

Burgeo

Long Range (Rocky Harbour) Southwest Coast

White Bay South (Hampden)

Notes:

Your first issue card(s) is free of charge; however, replacement cards will require a \$5 charge to your company so please do not misplace or damage your card(s).

Please email/fax/mail the completed form to the WRWM office for processing. You will be informed when your card(s) is ready for pick-up or mailing.

You do not need to make payments until you receive your monthly invoice from our office (within the first 10 days of each month). All your waybills from the previous month will be listed on your invoice.