



## Annual Service Agreement for Commercial Corrugated Cardboard Recycling



Thank you for recycling corrugated cardboard! ISWR is proud of our community's recycling efforts and the positive impact they have on our community and environment. In order to protect the health of the ISWR recycling staff, preserve the recyclability of the cardboard, and ensure that the program runs smoothly, it is critical **that you and your business adhere to the following requirements.**

The following are the responsibilities of commercial corrugated cardboard recycling customers:

- To review and comply with Teton County Payment Policies.
- To select a quarterly or annual billing schedule and make payments on time.
- To provide a 30-day notice of service cancellation.
- To ensure that the cardboard bin is never blocked and always accessible by the cardboard collection truck.
  - This includes snow/ice removal and management in winter.
- To comply with the following Corrugated Carboard Contamination requirements:
  - Please send **ONLY** clean, corrugated cardboard and brown paper for recycling.
  - Please **DO NOT** send any of the following prohibited items:
    - Food waste or garbage.
    - Non-corrugated paper board (e.g., cereal boxes, six pack holders).
    - Packaging (e.g., bubble wrap, Styrofoam, etc.)
    - Wax-coated cardboard (e.g., produce boxes, fish boxes).
    - Cardboard boxes containing a cooking oil plastic container (these containers are often packaged in cardboard boxes but must be removed before recycling the cardboard box).

**Fun Fact:** Last year, the Teton County community recycled **3,470,000 pounds** of corrugated cardboard, saving the equivalent of 939,575 gallons of gasoline and 19,332 barrels of oil.

Download the illustrated **Keep Cardboard Clean** flyer here ([English](#), [Spanish](#)).

Laminated copies available upon request.

Chronic and severe contamination in cardboard bins, specifically with food waste, as well as failure to comply with other responsibilities as listed above, will result in the following response sequence:

- 1<sup>st</sup> Non-compliance- Verbal notice w/ redistribution of educational materials and required on-site visit from an ISWR team member or Recycling Center tour for your staff members.
- 2<sup>nd</sup> Non-compliance- \$25 per yard of bin capacity sort fee assessment for the contaminated load, in addition to the regular service fee.
- 3<sup>rd</sup> Non-compliance - Warning of termination of service and \$50 per yard of bin capacity sort fee assessment for the contaminated load, in addition to the regular service fee.
- 4<sup>th</sup> Non-compliance - \$75 per yard of bin capacity sort fee assessment for the contaminated load, in addition to the regular service fee, cancellation of service, removal of bin(s).



Business Name: \_\_\_\_\_

Person Guaranteeing Account: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Level of Service:  2-yard  4-yard  6-yard  8-yard

Per week (indicate 1x, 2x, 3x): \_\_\_\_\_ If 2x per week, please indicate preferred days (M,W,or F): \_\_\_\_\_

Lid and/or wheels: \_\_\_\_\_ (only 2- and 4-yard bins can be wheeled)

**Cardboard Contact Person**

Name: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Preferred method of contact:  Phone  Text  E-mail

**Prior to beginning service, please provide confirmation of the following:**

\*Please note that cardboard service cannot begin until all below requirements have been completed.

- I have designated a cardboard recycling contact person above. This person will serve as the liaison between ISWR and my business regarding all cardboard recycling correspondence. (required)
- I would like to schedule a site visit with an ISWR team member and/or tour of the recycling center prior to beginning cardboard service (not required, but **highly recommended!**). This resource is available at any time when you are a Commercial Corrugated Cardboard Collection Service participant.



Your security deposit should equal three months of service. To establish your account, you must provide one of the following: (See page four for more information.)

Cashier's Check

Payment Bond

Letter of Credit

**ACKNOWLEDGEMENT**

I certify that the above information is true and correct to the best of my knowledge and belief. The undersigned also acknowledges that the Teton County Integrated Solid Waste and Recycling Commercial Cardboard Account deferred payment to be extended will be accumulated over a period of one (1) month and payment of such charges will be made within **thirty (30)** days from the date of the monthly statement. Late payments are subject to a late fee in the monthly amount of 1.5% (18% per annum). I have read and agree to the terms of the service agreement for commercial cardboard recycling (Note: Updated Service Agreement required annually).

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

I have read and understand the Teton County ISWR Payment Policy Initials: \_\_\_\_\_

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Office Use Only:

Credit Limit (security amount):
\_\_\_\_\_

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

Rejected By: \_\_\_\_\_ Date: \_\_\_\_\_

Reason for Non-Approval: \_\_\_\_\_



## INFORMATION ON CHARGE ACCOUNT SECURITY DEPOSITS OPTIONS

To establish a charge account with Teton County you must provide one of the following with your application.

1. **Cashier's Check** – This type of deposit is a cashier's check made out to the Teton County Treasurer. We will hold the check as surety of payment until you cancel the account, at which time the check will be returned if your account is paid in full. Please provide a cashier's check in the amount of your desired line of credit.
2. **Bond Deposit** – There are quite a few accredited bonding agencies that will issue bonds. The bond is to be submitted with the application with all acknowledgements and corporate seal affixed. The Teton County Treasurer will hold the original bond until the account is cancelled, at which time the bond will be returned to you with a letter of release as long as the account is paid in full.
3. **Letter of Credit** – A Letter of Credit from your financial institution is acceptable. The letter must be made payable to Teton County Treasurer and automatically renew every year the account is open. The Teton County Treasurer will hold the original until the account is cancelled, at which time the letter will be returned to you with a letter of release, as long as the account is paid in full.

**Deliver completed account application and security deposit to:**

**Teton County Integrated Solid Waste and Recycling**

**3270 S. Adams Canyon Road**

**PO Box 9088**

**Jackson WY 83002-9088**

**Ph: 307-733-7678**

**Fax: 307-733-7616**

*Every customer who establishes a Charge Account enters into a formal agreement for services and disposal fees provided by Teton County Integrated Solid Waste and Recycling. After authorization of the agreement has been approved and a security deposit received, your account will be established.*



## TETON COUNTY INTEGRATED SOLID WASTE AND RECYCLING

### Payment Policy as of November 27, 2017

- Teton County Integrated Solid Waste and Recycling (ISWR) accepts cash, checks, credit cards (Visa and Master Card) and charges to an established Teton County charge account. We do NOT accept American Express. You may make payments over the phone.
- Charge accounts may be established for customers who frequently use the ISWR facilities or have a cardboard pickup account. An application form and a security deposit in the form of a cashier's check, letter of credit, or payment bond are required.
- Statements for charge accounts are sent out monthly on or about the first of the month for the preceding month's business.
- Payment of the total amount billed must be received no later than 30 days from the date of the monthly statement.
- All charge accounts are subject to a 1.5% late charge fee for non-payment received after 30 days of the current billing cycle. This fee continues to be assessed monthly until payment is received in full.
- Accounts 30 days past due will be placed on a "Cash Only" basis at all ISWR facilities for services including waste disposal, shredding, e-waste and hazardous waste.
- For Corrugated Cardboard Service Customers – Once an account becomes "Cash Only," corrugated cardboard pickup service will be suspended until the entire balance is paid in full, including late fees.
- Charging privileges may be denied if a charge account becomes 30 days overdue. At 90 days overdue, if there is no resolution with the account holder, their cashier's check or other security deposit will be cashed, and the account will be closed.
- If a check is returned from the bank for Insufficient Funds (NSF), a \$25.00 service charge per check will be added to the costs. Insufficiently funded checks must be redeemed with cash, cashier's check or a money order.
- Charging privileges will be reinstated once the account is in good standing.
- Mail checks to: Teton County Integrated Solid Waste and Recycling, PO Box 9088, Jackson, WY 83002. ***Transfer Station payments must include the account number.*** Please do not combine payments for the Transfer Station and Recycling Center.
- Payments sent to an incorrect County address may be delayed in posting and could incur late charges. The correct mailing address can be found on your monthly statement.
- Billing discrepancies shall be reported to ISWR within 30 days of receipt of bill.