



RECYCLE ORLANDO MATERIAL CHECK LIST FORM

KEEP ORLANDO BEAUTIFUL

Check #1:	
Hauling Fee	\$ _____
Bag Donation	\$ _____
Total	\$ _____
Check #2:	
Deposit Fee	\$ _____

Checked-Out to:

Event		Date
Contact Name		
Organization		
Address		
Business Phone		
Emergency Contact #		
Cell Phone		

Date Signed Out:	Signature (Receiver):	Date Due: (trailer to site)	Signature (Lender):		
Items	Condition v Box			Responsible Party	
	Quantity	Good	Damaged (see below)	Initials of Receiver	Initials of Lender
Trailer					
Bin Cart(s)					
Bin Frames					
Bin Lids					
Aprons					
Logo Buttons					
Gloves					

Date Due: (back to KOB)	Signature (Receiver):	Date Returned	Signature (Lender):		
Items	Condition v Box			Responsible Party	
	Quantity	Good	Damaged (see below)	Initials of Receiver	Initials of Lender
Trailer					
Bin Cart(s)					
Bin Frames					
Bin Lids					
Aprons					
Logo Buttons					
Gloves					

Describe any damage including scratches, dents, missing parts or if trailer or containers are dirty.

Hauling/Collection Instructions (attach site plan or additional instructions to this form).

See reverse side – Complete before returning supplies