



Recycling Container Request Form

In order to dispose of recycling, please empty all desk bins into the larger bins. Once the larger bins are filled, the cleaning company will then empty these bins into the recycling dumpsters.

Please fill in the spaces provided below to request the amount of recycling bins you will need for your office.

Large Bins (to be placed next to copiers or in work rooms) _____

Desk Bins (to be placed next to or under each desk area) _____

Ordered by: _____ Order Date: _____

Tenant Name: _____

Tenant Address: _____

Suite: _____

Authorizing Signature

Print Name

Please fax request to Lisa Cameron, Asst. Property Manager @ (240) 497-0367

Requested Bins Received:	_____	_____	_____
_____ TT Initials	Large Bins	Desk Bins	Date