

State Agency Materials Request Form

For (Agency, Division, or Office): _____

Request Initiated by: _____

Address: _____

Phone: _____



Existing, expanded or new program? (circle one)

Please complete the appropriate box below:

Preferred Method

Pick Up

Pick up at 2045 Morse Road, Building I - Warehouse, Rear Dock - *Allow 2 business days for order preparation*

Specify Date: _____ Time: _____

Person Handling Pick Up: _____ Phone: _____

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Deliveries

Delivery Address: _____ Date Materials Required: _____

Delivery Location Contact: _____ Phone: _____

Delivery Hours: _____

NOTE:

If you are unable to pick up materials, please complete the delivery information above but be aware that DRLP does not have the packaging and distribution set-up to readily ship materials. Someone will contact you to discuss delivery and the date you may expect to receive the materials. OSS drug truck or ODRC mail truck are potential delivery options.

<u>Item:</u>	<u>Quantity Ordered</u>	<u>Quantity Provided</u>
Beverage Container Collection Box, Lid, Insert	_____	_____
Desk Side Recyclables Collection Box	_____	_____
Corrugated Plastic Tote	_____	_____
Waste Reduction Poster	_____	_____
Recycle, Ohio! Plastic Sign	_____	_____
"Recycling in Ohio" Booklets	_____	_____
Labels*	_____	_____
Other Items:	_____	_____

*Label Types: Newspaper, Confidential Documents, White Office Paper, Mixed Office Paper, Computer Paper, Special File Stock, Corrugated Cardboard, Special Collection, Phone Books, Aluminum Cans, Bi-Metal Cans, blank labels

DRLP use only

Completed by: _____ **Date completed:** _____

To order: FAX form to (614) 262-9387 or call (614) 265-6333

The form can also be mailed to: ODNR-DRLP, 2045 Morse Road - Bldg. C-2, Columbus, OH 43229-6693