

Dear Customer,

In addition to being good for the environment, recycling is a significant value-added service that we offer our customers. In order to take advantage of this service, we require that you adhere to the following Program Guidelines and Material Quality & Staging Requirements. Eligible Standard Commercial Reclamation Projects (non-EcoWorx) are managed by Shaw Reclamation at a cost per square yard charged to the customer (EcoWorx projects are managed free of charge, please see our EcoWorx Environmental Guarantee Reclamation Program for details).

Program Guidelines

- For a non-EcoWorx recycling project to be eligible as a Standard Project, the project must be:
 - A minimum of 500 square yards
 - Associated with a replacement order through Shaw in the same or greater quantity
 - Located within the continental U.S. or Canada
- The customer is responsible for preparing the material for shipment.
- The pick-up location must be able to accommodate a 53-foot trailer.
 - Additional required services such as pup trailers, dropped trailers, etc. will be provided as necessary at additional cost. These services are available in the continental United States only.
 - The customer must load the trailer to maximize weight, starting in the nose of the trailer and working toward the rear.
 - Trailers must be clean of any non-carpet debris (i.e. construction waste, cardboard boxes, trash, etc.).
 - A trailer refusal fee will be applied to any project that is not available for pick-up at the scheduled time.
- Shaw will not be held liable for any non-conforming material or any charges that arise from non-conforming loads. Any additional costs or liability associated with a non-conforming load will be passed on to the customer.
- To initiate your Standard Commercial Reclamation Project, please complete and submit the attached Standard Commercial Reclamation Project Request Form for eligibility and scheduling purposes. Please email the completed form to: Bea.brahmbhatt@shawinc.com & Stephanie.prather@shawinc.com. **Please complete and submit the form at least 8 business days prior to the expected pick-up date.**
- Upon receipt and approval of the completed form, Shaw Reclamation will determine the best recycling option for the material and submit a quote for customer approval as soon as possible.
 - Allow up to 3 business days to receive a project quote for approval.
 - Allow 5 business days for transportation scheduling from quote approval date.
- The project cost will be billed directly to the existing Shaw customer account on a separate invoice.
- Shaw will provide a proof of recycling certificate upon project completion. The certification process may take up to 30 days from the pick-up date.

Material Quality & Staging Requirements

- Only approved carpet tile or broadloom products may be included in the project. Other carpet types, carpet pad, or carpet with attached pad will not be accepted.
- Material must be dry and free of non-carpet debris. If trash or other materials are present on the load, trash handling and disposal charges will be applied.
 - Material must not contain vinyl, asbestos, or adhesives containing asbestos.
 - Bio hazardous or contaminated material will not be accepted.
- All material must be staged on pallets no wider than 4ft by 4ft (pallets must be able to be loaded in a trailer side-by-side.)
 - Do not mix tile and broadloom on the same pallet.
 - Tile should be stacked flat and neatly onto pallets at least 38" high and no higher than 44".
 - Broadloom carpet must be cut into strips and then formed into individual rolls. Rolls should be stacked and palletized at least 38" high and no higher than 44".
 - All pallets must be strapped to secure the material during shipment (at least 2 straps, one on each pallet side). Rope or twine can be used for strapping material if necessary.
 - Pallets that come apart in transit may result in additional handling charges.

Standard Commercial Reclamation Project Request Form

Please email the completed form to: Bea.brahmbhatt@shawinc.com and Stephanie.prather@shawinc.com

Sales Representative Information:	
Date of Request:	
Sales Specialist Name:	
Sales Specialist Contact Number:	
Sales Specialist Account Number:	
Sales Specialist Area #:	
Customer & Order Information:	
Customer Name:	
Is there a Replacement Order? (Note: Only EcoWorx does not require a replacement Order.)	Circle One: EcoWorx Non EcoWorx
Customer Acct Number:	
Mill Order # for Replacement Order	
Mill Order Dollar Amount: (square yards x price per yard)	\$
Reclamation Project Material Information:	
Square Yards Being Recycled: (500sy min)	
Project Type: Circle all that apply:	EcoWorx Other Tile _____ EPBL Other BL _____
Carpet Type: Broadloom or Tile? (If both indicate approx. amts of each)	# of SY: Tile _____ BL _____
Fiber type of material being recycled? Disclaimer:	____ N6 ____ N6.6 ____ Mixed ____ PET ____ PP ____ Wool ____ Unknown
Backing type of material being recycled (Examples: PVC, EcoWorx, Cushion Back, ActionBac)	
Is customer requesting fiber pad recycling?	
Reclamation Project Pickup Information:	
Pick Up Type: Check One	____ Live Load ____ Trailer Drop
Total # of Pallets to Pick up:	
Pickup/Drop trailer date requested:	
Has customer received packaging guidelines?	____ Yes ____ No
Project Start Date:	
Project End Date:	
What is the largest container type the pickup Location can accommodate?	53 ft. trailer 26 ft. trailer 40 yd bin Other
Specify other size trailer need(s):	
Does truck need to have a lift gate?	
Hours location is open for pick up or drop?	
Reclamation Project Contact Information:	
End Use Customer:	
Pickup address:	
Contact Person at Pickup:	
Contact Information for On-Site Contact at Pickup:	Office: Cell: Email Address:
Name as to be listed on reclamation certificate:	
Email or Mailing Address to send certificate:	
Comments:	