

Second-Look Reclamation Guidelines for Recycling Wallcovering

Please follow these guidelines which will allow us to properly utilize all of the approved material for the Second-Look recycling program.

Please note if proper procedures are not followed and material is deemed unusable for recycling, return freight charges to the recycling facility will be charged back to the contractor deemed responsible for oversight of the project.
Please provide contact information on page 2 for billing of freight if necessary.

Reclamation Do's and Don'ts

- ◆ Submit only approved vinyl-faced wallcovering.
- ◆ Remove all nails, screws, and other construction debris.
- ◆ Send only **DRY**, un-contaminated material.
- ◆ **DO NOT** include any material with mold or mildew.
- ◆ Include any trim, or scrap from installation, **making sure adhesive is not wet when put into containers.**
- ◆ Include all overages.
- ◆ Returned containers **MUST NOT** contain **ANY TRASH, CANS or BOTTLES.**
- ◆ Containers are **NOT** water-proof, and **MUST** be kept dry and out of any weather elements.

Packaging and Shipping

- ◆ Quantities up to 500 yards, poly bags will be sent to the job site.
- ◆ Roll between 7 and 10 full length strips (8' - 10' long) per bag, so bags weigh no more than 35 lbs. Seal with provided straps.
- ◆ Quantities greater than 500 yards may require a container/tote(s) be shipped to the job site.
- ◆ Our Second-Look representative will help determine the number of containers and arrange for transportation.
- ◆ When containers are full, the rep we will arrange shipment from the job site to our recycling facility. Quantity of bags/totes and job site location will be used to determine the return carrier.
- ◆ Your cooperation with delivery and pickup arrangement is appreciated.

Upon receipt of signed agreement, the shipment of retrieval bags or totes will be coordinated at no expense to you.

"I (undersigned/contact person) agree to the retrieval terms and conditions listed above. I understand that in order to successfully retrieve and recycle this product, it is crucial that the returned containers and material be free of trash, debris, mold, mildew and water. In the event these instructions are not followed and the product is not recyclable, I accept responsibility for the return freight expense."

Company Name _____

Contact Person _____

Direct Phone number _____

Fax Number _____

Email address _____

Job Name/Number _____

Mailing Address _____

City, State _____ Zip Code _____

Signature

Date

Contact Information (questions, pick up requests)

Second-Look Customer Service

502-458-1502

Second-Look Returns
c/o New Castle Wallcovering
2600 Troy Avenue
New Castle, IN 47362