



# School Boards Bin Order Form

As mandated by the Municipal Freedom of Information and Protection of Privacy Act, section 2(2.1) and 2(2.2), information collected on this form is considered business identity information. Business identity information could be publicly available and/or disclosed upon request, unless an exception applies.

This form is only used to order additional bins or to replace missing bins. If you need to replace broken bins you have on site, please contact 3-1-1 or [swmsupport@toronto.ca](mailto:swmsupport@toronto.ca). (Please use your business email for any communication with us). You will be invoiced for bins ordered on this form.

<b>Office use Only</b> <b>Submitted Date: (yyyy-mmm-dd)</b>
<b>Approved?:</b> _
<b>Yes _ No Reason for</b>
<b>Denial: Effective Date</b> <b>(yyyy-mmm-dd):</b>

Note: Please allow up to 14 days for the processing of the form and additional days for delivery of bins.

<b>School Information</b>		
School Name		
Service Address (Street Number, Street Name, Suite/Unit Number, City/Town, Province)		
Postal Code	Select applicable Board <input type="checkbox"/> TCDSB <input type="checkbox"/> TDSB <input type="checkbox"/> Other (please specify):	
<b>Authorized Representative for School Boards</b>		
Name (First, Last)		
Billing Address (Street Number, Street Name, Suite/Unit Number)		
Billing Address Line 2 (City/Town, Province, Postal code)		
Section (if applicable)	Unit/Department (if applicable)	
Business Telephone Number (Including extension)	Alternate Business Telephone Number (    )	
Business Fax Number	Business Email	
<b>Date (yyyy-mm-dd)</b>	<b>Authorized Representative Signature</b> (Request cannot be processed without Divisional Supervisor/Manager's Signature)	
<b>Garbage Bin (95B)</b> (\$123.42 each before tax)	<b>Additional/Replacement Bin</b> Quantity_____	<b>Missing/Stolen Bin</b> Quantity_____
<b>Recycling Bin (95S)</b> (\$123.42 each before tax)	<b>Additional/Replacement Bin</b> Quantity_____	<b>Missing/Stolen Bin</b> Quantity_____
<b>Organic Bin (350)</b> (\$79.87 each before tax)	<b>Additional/Replacement Bin</b> Quantity_____	<b>Missing/Stolen Bin</b> Quantity_____
<b>Delivery Instructions including On-Site Contact information ***Signature will be required to receive bins***:</b> (Please provide detailed instructions of where the bins should be placed upon delivery, i.e. Place at back of building)		
<b>Completed form must be returned via ONE of the following methods:</b>		
<b>Mail</b>	School Boards Bin Order Collections, Contracts and Program Support 86 Ingram Drive, Ingram Yard, Toronto, ON M6M 2L6	
<b>Fax</b>	Attn: School Boards Bin Order (416) 392-0396	
<b>Email</b>	Attn: School Boards Bin Order <a href="mailto:swmsupport@toronto.ca">swmsupport@toronto.ca</a> (Please use your business email for any communication with us)	