



PRODUCT CARE ASSOCIATION  
12337 - 82A Avenue, Surrey, B.C. V3W 0L5  
Phone: 604 592-2972 Fax: 604 592-2982  
Web: [www.productcare.org](http://www.productcare.org)

November 3<sup>rd</sup>, 2005

Attn: Depot Operator

**RE: New Paint Exchange Form**

Attached is our new Paint Exchange Form and instructions on how to use it. Please start using this new form this month (November).

We would also like to remind all depots that the Paint Exchange program is **ONLY for PAINT CANS**. No other items are to be given away not even Aerosol Paints.

Thank you for your time and cooperation with this new form. If you have any questions please do not hesitate to call or email.

Regards,

Lori Kobza  
Service Coordinator

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## PAINT EXCHANGE PROGRAM

The Paint Exchange program allows consumers to take paint away from the depot free of charge for reuse. Consumers must be made aware that the paint is on a "AS IS" basis and we can not guarantee quality. They are to read the Paint Exchange form prior to signing it as it is a Release Form. A Waiver/Liability Release sticker must be placed on each container the consumer takes. No opening of any container is allowed.

Because most of the forms are faxed – whenever possible:

- Please print
- Please use blue pen
- Please stop writing when the lines are used up. It's okay to start a new form even if it's only for 1 person

### INSTRUCTIONS FOR PAINT EXCHANGE PROGRAM:

1. Print the Depot name and full mailing address. Please see sample of completed form on second page.
2. After the consumer has chosen what paint they will be taking, while you are putting on the Waiver/Liability Release Sticker on every container that goes out, please have the customer complete the Monthly Paint Exchange Form by:
3. They print the date they are taking the paint
4. They print their name or their organization's name and then write their signature.
5. They print their phone number or the phone number of their organization
6. Sort out the sizes of the containers – 5 gallon or 1 gallon so that you can complete the Quantity section of the form. We are only tracking 1 gallon or larger sizes. If the container size is smaller than 1 gallon there is no need to record it. Only write down the size of the container – do not estimate what the contents are.
7. Determine if the paint is Latex (Water Based) or Alkyd (Oil Based)
8. If the paint is Latex, write the number of containers being taken in the correct column. For example, if 3 – 5 gallon containers and 6 – 1 gallon containers are being taken then in the 5 gal column write **3** and in the 1 gal column write **6**.
9. If the paint is Alkyd, write the number of containers being taken in the correct column. For example, if 2 – 5 gallon containers and 8 – 1 gallon containers are being taken then in the 5 gal column write **2** and in the 1 gal column write **8**.
10. At the end of the page, add up the total number of containers and write this number in.
11. At the end of each month the Monthly Paint Exchange Form is sent to Product Care's office in Surrey, BC and must be received by the 10<sup>th</sup> of the month.



