

## <u>Instructions For Filling Out The Container Location Spreadsheet</u>

Locations should be supplied in a Microsoft Excel spreadsheet saved with a file extension – "csv", "xls" or "xlsx".

<b>COLUMN HEADING</b>	DATA TO BE FILLED IN						
Provider Name	The name of your company						
Account Number	The account number assigned to your business by CDOT (this is a unique number assigned to your company)						
Name on container	Enter the company name listed on the container if different from your company.						
Prop Addr	The address of the property the containers are located at						
Dir	The street direction (i.e., $N = North$ , $S = South$ , $E = East$ , $W = West$ )						
Street Name	The street name						
Suf	The street suffix (e.g., AV = Avenue, BV = Boulevard, PL = Place, ST = Street)						
Size Of Container	The size of the container that is located at the site ( $\mathbf{A} = \text{Under 1 Cubic Yd}$ ; $\mathbf{B} = 1-2 \text{ Cubic Yd}$ ; $\mathbf{C} = \text{over 2-10 Cubic Yd}$ ; $\mathbf{D} = \text{over 10 Cubic}$						
	Yds; E = Exempt*, R = Recyclable). If multiple sizes are being used please use a separate line for each size.						
Number of Containers	The number of the containers at this location of the specified size						
Start Date	The date your contract began at this site (MM/DD/YY)						
End Date	The date your contract is scheduled to end at this site (MM/DD/YY)						
New entry from Last	If there are new container(s) at an address since the last submittal list the container(s) under a separate line and enter Yes in this column						
Submittal							

<sup>\*</sup> Use the Exempt container size designation if the container is being used by a unit of local government or school district that levies a property tax exclusively within the City of Chicago. There will be no charge for these containers.



## <u>Instructions For Filling Out The Container Location Spreadsheet</u>

Listed below is an example of how the spreadsheet should be filled out

		Name on container if									New entry
	Account	different from the	Prop				Size Of	Number of			from Last
<b>Provider Name</b>	Number	provider	Addr	Dir	Street Name	Suf	Container	<b>Containers</b>	<b>Start Date</b>	<b>End Date</b>	Submittal
Refuse, Inc	123456		121	N	La Salle	St	R	1	04/01/2009	12/31/2010	
Refuse, Inc	123456		121	N	La Salle	St	С	3	04/01/2009	12/31/2010	
Refuse, Inc	123456		121	N	La Salle	St	С	1	05/01/2009	12/31/2010	Yes
Refuse, Inc	123456	Trash, Ltd	30	N	La Salle	St	В	2	05/15/2009	12/31/2010	Yes
Refuse, Inc	123456		125	S	Clark	St	Е	7	04/01/2009	03/31/2015	