

Memo

To: [Click here and type name]
From: [Click here and type name]
CC: [Click here and type name]
Date: "[Click here and type date]"
Re: Mandatory Business Recycling Program

Recycling Program Details

This memo serves as an annual reminder that our company complies with Lee County's Mandatory Business Recycling Ordinance (Ord. 07-25). To achieve compliance, [insert company name] has secured a contract with a recycling hauler to provide a recycling collection bin adjacent to the garbage container.

The designated recyclable material for our business is:

- Fiber (paper, newspaper, cardboard)
- Commingled containers (bottles, cans, plastic #1-#7)
- Ferrous metal
- Non-ferrous metal (Aluminum)
- Wood
- Other _____

Containers for recyclables are located: _____

For more information please contact: _____

For information on the County's program go to:

www.leegov.com/solidwaste/business/recycling

Thank you for supporting our recycling efforts.

The Management