Flow chart for the ordering and collection of G200 Recycled Rockfill

Customers decide to place order and check if there is at least 5 days advance notice.

**Use Advance Order Form**

- Y
- N

**Use Ad-hoc Request Form**

Customers fax advance order form to CE/FM, CEDD.

- CEDD replies by indicating the accepted quantity on the order form and fax it back to customer asap. (normally within 2 working days)

Order treated as invalid.

Customers **RECONFIRM** order by telephone at 2 working days before collection.

- Y

Customers provide collection information (e.g. vehicle registration no.) in the accepted order form and pass it to collector. Order form has to be authenticated by supervisory staff’s signature and office chop.

Collectors bring the authenticated order form (1 copy for 1 truck) to Fill Bank site at the date of collection.

CEDD releases materials to collectors and issue computer printout to confirm the quantity discharged. (Note 1)

Customers should collect computer printout from collectors for future reference and audit purpose.

Note 1: Release of materials to Ad-hoc order is subject to availability of remaining stock and on first come first serve basis.

Customers may call 6478 0038 (Tseung Kwan O) to check availability of stock.