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- 2 Postcards, Notes & Notecards
- 3 Door Hangers
- 4 Flyers & Self-Mailers
- 5 Brochures







# **FORMS**



This is a sampling of form examples. Please contact us with your specific form need.

May				ı	HEAVY DUTY TRUCK PREVENTIVE MAINT	/ VEHIC	LE DATE:	CHECK	BODY INSPI	Code Int. CHECK
TIRE CHA	NGE RECORD				Preventive maintenance is a requirem of the Federal Motor Carriers Safet	sent of Milliron and Sec. 396 by Regulation Handbook	ODOMETER:	WALKAROUND  1) Inspect body mounts and fasteners	INSIDE  AD 1) Inspect access ladder and door for	for damage, Lubricate and inspect Forks and Arms
ONE		CLE NO.		MILLIRO	A B (CIRCLE C  A B ALL A ITEMS B = A  D = ANNUAL D.O.T. INSP	ALL A & B ITEMS ECTION ITEMS	BODY HRS:	Inspect entire body for holes and damage if applicable	A 2) Inspect floors and channels (trad	cks) for wear  A 1) Lubricate and inspect Fork cross at bearing
	AILER				Use an V in column to indicate no repair or Use an X in column to indicate a repair need Use an NE in column to indicate vehicle no	adjustment needs to be ma ds to be made. it equipped.	ade. CHASSIS HRS:	Imapect rails, frame and bad for cracks and damage if applicable     Imapect hydraulic tank mounts and feateners	AD 3) Inspect wear blocks and fasten 4) Inspect ejector panel or pushou	sers A 2) Lubricate and inspect Fork cylinder, and plns
RK ORDER #	DATE	OF CHANGE		CHECK CAB/DRIVE	Check and adjust the consumer on	Costs Int.	CHECK Comb to the entire chassis and body - missing tive fittings replaced A.D.	Check hydraulic tank level     Service hydraulic filters and tank breathers	A 5) Inspect and lubricate cylinder pivo pins and wear points as needed	cts, anchors, A 4) Lith arm cylinder, mounts and pins
ZE	ODOMETER/HUMBOMETER I	READING	-	Obvious signs of leakage under engi- transmission & rear sule/s	ins, A/D freed depth below	or defective and boxes, b	AD this chassis and body - missing tive fittings replaced bricating chassis; check lines, fittings, offs, etc.  AD	7) Check HYD, mail relief system Pressure on	B     B) Inspect cylinders for signs of lex     7) Operate ejector system, lubrical	saking A S) Lift arm stop pads the all Clevis' 6) inspect condition and mounting of ca
				Engine Oil & Coolant Level Operation and adjustment of door, door is	abbee, A _co		nder chassis inspect frame & A.D.	ROLLOFF  1) Lubricate and inspect rollers	7) Operate ejector system, lubrications and control cables. Inspecifies, hoses, control valve and cleaks.	and hopper door shield  A  7) Lubricate and inspect wear and day hopper door, hinge pins, fasteners, stoppers.
R/SERVICEMAN	WHERE CHANGED			Condition & operation of seats, seat adj & seat belts; lubricate	usters A	Rear sua or exces	spension system for damage, cracks, Laive wear	2) Lubricate and inspect sheaves, pins, and cable blocks	AD 1) Inspect bottoms, sides, steps, ci damage	
				Clutch pedal travel - top & bottom Air pressure - holding and leaked all		or leaks	dial(x) pinion bearing for locarcease  A.O  (al(x) housing, bolts and gaskets for	3) Inspect holst cable for damage	AID 2) Inspect all cylinder hubs and an damage	channels for A B) Operate Forks and Arms, check for p impect cylinders, sheet lines and his nichors for A OVERHEAD HOIST
Position OFF	ON	>w > 4	0,008	Air leaks on brake application, not to a 3# In one minute	ruceed A/D _00 _00	loosenes Replace	differential fiber, if applicable	<ol> <li>Impact resiving cylinders for signs of leaking and lubricate as needed</li> <li>Operate and raise holet or fatbed, lubricate and inspect all control linkage and platon plot points.</li> </ol>	S) Lubricate all cylinders, pivots, pi     bushings	pins and A 1) Inspect box fasteners and mounts to
TRK TRLR MFG BRAND	MFG BRA	AND AND DAY	SE SE	Bleed down air pressure, enter alarm pressure setting  Operation of engine shutdowns and sys	MO	00 Differenti Clean diff	A Seredal(x) breather vent B	and stapact as control straige and piston pivot points  (i) Inspect all steel lines, hoses, cylinders and	A) Inspect blades (if applicable) to cracks , etc.	or damage, A 2) Inspect and lubricate sheaves, pulle pins
			<del></del>	Enter air governor cut out pressure	<u> </u>	Rear bra brakes	AD	Inspect all steel lines, hosse, cylinders and control values for leaks and damage     Useer hold or set temp body, ensure square     st	A 5) Lubricate pivot points and bush applicable)	hings (# A S) Inspect cables and hook for damag 4) Operate system, check valve cylind house sort steel
F 1RO				Operation of death gauges, interior lights switches	All exterior lights - including 4-wa directionals, back up & strobe light	nya, AD	ENGINE	TRACTORS	A 6) Operate cycle mechanisms (if a lubricate and inspect all rollers, r linkages	roler tracks, A S) Lines for leaks
RF 1RI				Enter engine oil pressure - warm Lo ide # High idle Enter engine governed RPMs	Test back up alarm & sonic back up  A systems and cameras, if applicable	sensor A Pasiss of	b-or hood, check mounting, pivot points, A	Inspect operation of Tractor Protection Valve     Inspect operation of Trailer Hand Brake     Valve	AID 7) Inspect all steel lines, hoses, cy operating valves for leaks or we applies)	yinders and ear (as A RECYCLE (general)  1) Inspect all hoisting and dumping
1LO				Enter engine governed RPMs Lo Ide # High Idle Check engine for any unusual noise	License plates, mud flaps & mounting	rgs A Drain fue	engine oil & fuel fibers   (ilivater separator, if applicable   cooling system fiber, if applicable   D	3) Inspect operation of Trailer Air Hoses	B) Raise talgate, inspect for leaks talgate seal	s, check A 2) Lubricate all pivot points, pins, bust and rollers
				Operation of heater, detrosters & other accessories	Clean & Inspect battery box, mounting A downs, terminals and cables Test batteries and disconnect switch	ing, hold A Service of Service	power steering filter, top off system 0.0	4) Inspect operation of Glad Hands and Seals  5) Inspect operation of Light Cord & Plug	AID 9) Lubricate and inspect talgate in looking devices. Check welds for defects	hinges, pins, ir cracks and A 2) Operate and inspect all hoses, stee operating valves and cylinders. Che wear and leaks
D 1LI				Operation of Scale, Radio & other elect accessories  Operation of horn, six and electric	A Test charging system and record out  Amps.	Volts B Coolant le	emissions systems, if applicable B evel Add water or antifreeze as required. A	Eubricate & Inspect 9th Wheel, Jawx, latch     A mounting	AD 10) Lower taligate, ensure square	s fit A 4) Right side valve, check door and
RD 2RO				Cycle hydraulic system  Operation of parking brake	A Fuel tank - mounting, lines, vent & capiguetet	6 filter, AID Sections	ing system conditioner; add as required.	REMARKS/DISCREPANCIES		and Comm
2RI				Operation of speedometer and tachome	ter A Drain air tanks and test one-way che	A All beits t	for condition & proper adjustment A  ir mounting brackets & related wiring A	REMARKS DISCRESSANCIES	A.	OPTIONAL ANNUAL D.O.T. INSPECTION CERTIFIED COMPLETION OF INSPECTION. IF ALL SHAD
				Operation of transmission and clutch Operation of Tag or Pusher Axie	A Steering assembly for looseness	AD Air com	presser 4 mounting AD  unp bearing for looseness A		FE	FTER COMPLETION OF INSPECTION, IF ALL SHAD DILUMN ITEMS ARE IN COMPLIENCE, THIS QUALIFI EDERAL ANNIAL INSPECTION FORM. COMPLETE ERTIFICATION.
FO 2LO				Operation of windshield wipers & wa Steering wheel play and lube after co	plume Front brakes & adjust brakes	A Check to condition	imp bearing for looseness A in blade and fan shroud for cracks & A		DA	ATE OF INSPECTION:
FI 2LI				Condition of underdash wiring Condition of windows, slides & regul	All front brake lines and hoses  A Frant springs, center bolts & U-bo	AD Start en			RE	AME AND ADDRESS OF MOTOR CARRIER WHERE THE EPORT IS MAINTAINED:
RO 3RO				Condition of windows, slides & regul fubricate  Condition of exterior minors	A/D Drain engine oil - Inspect & clean mag if applicable	Pressure	steat radiator cap A steat cooling system A		TH	HIS VEHICLE HAS ASSED AN ANNUAL ISPECTION
RI 3RI				Safety equipment, fire extinguisher Check Sun Vaor	Lightly lubricate clutch release bearing     Lightly lubricate clutch release bearing     A Bell housing bolts & engine mounting		r leaks & coolant hose condition while A		IN:	ISPECTION ONDUCTED IN CCORDANCE WITH D CFR, PART 395.17,
				WALKAROUND Wheels, rule, and study for looseness	Transmission of level; inspect for an	ny signs of A Air clean	e air induction system for cracks or A seck clamps er restriction - maximum 20 inches of A		49 FM	CFR, PART 395.17, MCSR
3LO				Wheels, nuts, and stude for looseness cracks or wheel slippage Wheel bearing reservoirs for correct and leaks if applicable	AID Change transmission liber, if applical level AID Replace oil fibers on Allison trans. if	due A Al violei	bolts, engine mounting, hoses & wiring	-	AU	UTHORIZED SIGNATURE X
RFO 3LI				Axie flange nuts, gaskets & seals for looseness or leakage	A.D. Clean transmission breather vent	D Fixel pun		NOTE ALL REPAIRS ON REPAIR ORDER, I HAVE CHECKED ALL OF THE ABOVE AND	NOTIFY SUPERVISOR OF ANY MAJ	JOR PROBLEMS IMMEDIATELY MANY MAY CONTRIBUTE TO THE SAFE OPERATION O
RFI 4RO				Irregular tire wear or mismatched the	Transmission rear bearing and retain  Aug looseness or leakage  COMM		air compressor filter, if applicable A.O. pressor intake hose for cracks or A.O.	SIGNATURE	DALL DUTCH IS HEALIZING II	MANY MAY CONTRIBUTE TO THE SAFE OPERATION O
RRO 4RI				Record tire pressure in pounds on the correct pressures as needed Front wheel bearings and kingpins to looseness - front end raised			inkage & return springs lubricate A	APPROVAL		DATE
				Check PTO; Lubricate shaft	Α.	Test engi	ine shutdown systems A	Note Star Forms (877) 489-0682 Form 1923/89		
RRI 4LO							SIDE 1			
tock 11 - Section Repa	eason & tread depth) air (note if need back)	16 - Other (Ex		greenwaste openie Openi	Heavy Equipment Inspection    Equipment Mode:	=	VEHICLE NUMBER: DRIVER NAME (PRINT IN BLOC		_HOURS: FINISH START TOTAL	ODOMETER: rnish
Retreading 12 - Junk (note re	eason & tread depth) air (note if need back)	16 - Other (Ex		Green Washe on a larger own of green on the fact of green on their State of Gallers Admit # 1  y = Checked   Imper State   Imper	Four State Front:  Four State Front:  Four State Front:  A - Added SS - Regards Needed extens Inspection  Extending Period-System State STANIS SECTION  Oil Oil Oil		VEHICLE NUMBER: DRIVER NAME (PRINT IN BLOC  PRE-TRIP INSPECTION - DOT: Tires, Wheels and Rims Power Steering & Auto Tran Engine Oil Eval and Cooler	X LETTERS):  396.13 (a) POST-TRIP INSPECTION Tries, Wheels and Ri Power Stering & Au	HOURS: FINISH  START  TOTAL  I - DOT 396.11 ms to Trans Fluid Contant	ODOMETER: PNISH START TOTAL  FUEL Diesel
etreading 12 - Junk (note re tock 11 - Section Rep	ason & tread depth) air (note if need back)	16 - Otner (Ex		Consider Control Contr	Now their Train		VEHICLE NUMBER: DRIVER NAME (PRINT IN BLOC  PRE-TRIP INSPECTION - DOT 3  Tres, Wheels and Rims Power Steering & Auto Tran Engine Oil, Fuel, and Coolar Service Brakes and All Corn	X LETTERS):  396.13 (a)  POST-TRUP INSPECTION Treat, Whereis and Right of the Engine Oil, Field, and Engine Oil, Field and Service Brakes and In Service Brakes and In Parking (hand) Brake	HOURS: FINISH  START  TOTAL  I - DOT 396.11 ms to Trans Fluid Contant	ODOMETER: FRIEND  START  TOTAL  FUEL Gas
etreading 12 - Junk (note re tock 11 - Section Rep	ason & tread depth) air (note if need back)	16 - Otner (Ex		green was to operate a special property of the student of the stud	The filter From  The States Asset of 2  A - Added St = Regality States  A - Added St = Regalit		VEHICLE NUMBER: DRIVER NAME (PRINT IN BLOC  PRE-TRIP INSPECTION - DOT 3  Tree, Wheeks and Rims Drover Steering & Auto True Engine Oir, Fuel, and Codar Deparking Instant Grade (s) Deparking Instant Grade (s) Deparking Mechanism	X LETTERS):  POST-TRIP INSPECTION  Tries, Wheels and Ri Power Steering A. and Engine Oil, Fuel, and Service Brakes and II Power Steering A. and Power Stee	HOURS: FINEH	ODOMETER: record START TOTAL  TOTAL  Diesel FUEL Gas Power Steering Fluid
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**TO ORDER** 

Phone: (877) 499-0492 toll-free, or (360) 666-3536

Fax: (360) 397-1910









# **POSTCARDS, NOTES & NOTECARDS**



Back

This is a sampling of postcard and notice examples. Please contact us with your specific postcard or notice need.

## **Postcards**



**Front** 

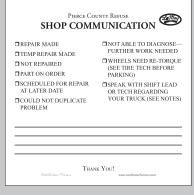






Back Front

# **Notes & Notecards**



Post-It



**Tag Notice** 



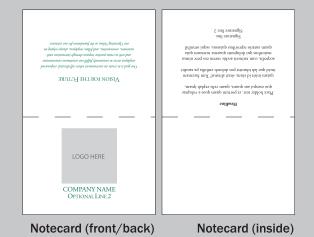
RETURN HERE



**Calendar Option Side** Front



Mail Side



TO ORDER

Phone: (877) 499-0492 toll-free, or (360) 666-3536

Fax: (360) 397-1910







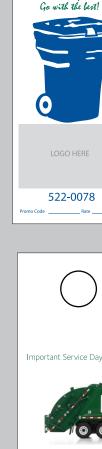
# **DOOR HANGERS**



This is a sampling of Door Hanger examples. Please contact us with your specific need.

# One-Sided **New Waste Collection** Pick-Up Schedule Beginning April 5th your scheduled TRASH pick up will change. Effective the week of April 5, 2010, your scheduled pick-up day for Waste Collection will move to WEDNESDAY. We sincerely apologize for any inconv Your friends at Waste Management of Ohio, Inc. Toll Free: 1/800-343-6047 E-mail: MIOHCustomerservice@wm.com





Two-Sided

**Special Promotion For New Customers** 

Don't settle for less.









Phone: (877) 499-0492 toll-free, or (360) 666-3536

Fax: (360) 397-1910









# **FLYERS & SELF-MAILERS**



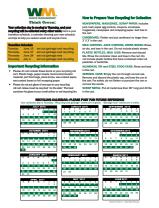
This is a sampling of flyer examples. Please contact us with your specific need.





## Self-Mailing Two-Fold Flyer with Tear-Off Return Postcard

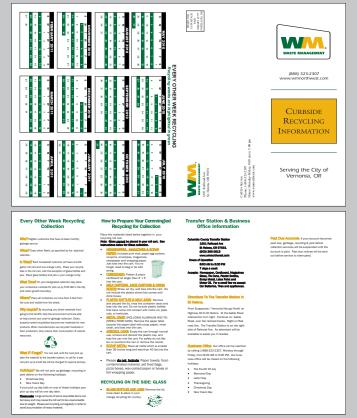




## Change of Service Notice Flyer with Calendar



Self-Mailing Two-Fold Flyer with Recycling Calendar



**Self-Mailing Two-Fold Service Brochure with Calendar** 

# **TO ORDER**

Phone: (877) 499-0492 toll-free, or (360) 666-3536

Fax: (360) 397-1910







# **BROCHURES**



This is a sampling of brochure examples. Please contact us with your specific need.

#### **Three-Panel Brochures**



Sustainability is a new path forward requiring both long term changes and immediate action for the health of current and future generations.





Complimentary Evaluations and Information on the LEMAY CERTIFIED GREEN PROGRAM

(360) 486-8608 emmettbrown@lemavinc.com



ANSWERS IN THE PALM OF YOUR HAND!

# CERTIFIED GREEN



Let our GREEN TEAM put together a comprehensive program for your business, organization or agency that will increase your recycling and diversion efforts and





and let us bundle all your recycling and diversion programs together for one flat monthly rate.

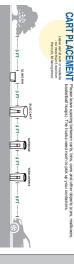






Outside Inside

# West Van Transfer Station 6601 NW Old Lower River Rd. Vancouver, WA Hours: Mon-Sat Bam-4pm 737-1727 WHERE TO CALL FOR MORE INFORMATION: Curbside Recycling & Garbage Collection









# **ROLL-CART GARBAGE SERVICE**

#### 1) What is Roll-Cart Garbage Service?

- gives you the following benefits:

  It seasier to roll wit garbage to the curb

  Carn have permanently attached lids that won't
  blow away

  Carns are animal resistant

  Carn contribute to a clean and positive
  neighborhood appearance

  Carns are effective in reducing odors

  Provides added safety for your garbage driver

# 2) What kind of container do I use for garbage

service?

will supply you with a wheeled
carr. This carr is owned by the City of Vancouver.
The carr you receive will be based on the request
you made when setting up service through

No. You must use the wheeled cart once the cart is delivered. If you have an old 32-gallon can, it may still be used for when you have extra garbage but who be serviced as your primary container.

# 4) What should I do if I want to change the size of my cart in the future?

you can switch carts sizes at any time in the future
by contacting Customer Servic
Pricing for garbage will be based on the size and
frequency of your garbage collection.

please contact as so we can repair or replace the cart.

Your collection day is based on the area in which you live. Our Customer Service representatives will let you know your collection day when you sign up for service. Please red Jour cart to the curb by 6:30 a.m. on your scheduled collection day.

## 7) Will my collection day or time ever change?

7) with my consecutor tasy of mine ever changer. As the City continues to grow, your collection day may change. We will notify you in advance if you are scheduled for a change in the day of the week you are serviced. However, time changes may be more frequent and without notice. Please have your cart available for collection by 6:30 a.m.

8) How can I reduce my garnage oil? Consider signing up for optional yard debris sen By recycling yard debris, you can reduce the ame of material placed in your garbage cart or the frequency of garbage collection.

# How do I put my garbage cart out for pickup?

- Carr placement is extremely important for the success of Roll-Cart Garbage Service.

   Place your cart on the street with the handle facing your house
- your house

  All gathage and yard debris (optional service) carrs
  must have enough noom between each of them for
  the truck's arm to gath each cart

   Carts must be at least 3 feet from mailboxes,
  recycle bins and other carts

   Carts must be at least 5 feet from care, basketball
  hoops and trees

   Please refer to placement pictures and instructions
  in this pamphels

#### GARBAGE SERVICE OPTIONS

- 20-gallon carr bi-weekly or weekly

  32-gallon carr monthly, bi-weekly or weekly

  64-gallon carr bi-weekly or weekly

  96-gallon cart weekly

  Yard debris service

Outside Inside

Phone: (877) 499-0492 toll-free, or (360) 666-3536

Fax: (360) 397-1910









# **MAILING SERVICES**



North Star also provides billling and collection mailing services as well as envelopes and letterhead.



## **Auto-Filled Past Due Notices**

1317 West First Street • The Dalles, OR 97058 • 541.298.5149 • Fax 541.298.1993









