CUSTOMER REGISTER FIELD LISTING

Field Name	Microsoft Excel Field	Microsoft Access Field
Carter BIC License Number (will be the same for all records)	A	A
Name of Customer Business	B	B
Account Number (carter account number for customer)	C	C
Customer Authorized Representative (must include first and last names)	D	D
Service Address – Number	E	E
Service Address – Street (spell out street name)	F	F
Service Address – City (spell out city, do not abbreviate)	G	G
Service Address – New York (should only contain locations in five boroughs)	H	H
Service Address – Zip (five (5) digit zip only)	I	I
Service Address – Telephone Number (hyphenated format xxx-xxx-xxxx)	J	J
Service Address – Fax (hyphenated format xxx-xxx-xxxx)	K	K
Customer E-mail Address	L	L
Billing Address – Number	M	M
Billing Address – Street (spell out street name)	N	N
Billing Address – City (spell out city, do not abbreviate)	O	O
Billing Address – State State should be abbreviated (NY), if out of US territory spell out country)	P	P
Billing Address – Zip (five (5) digit zip only)	Q	Q

Field Name	Microsoft Excel Field	Microsoft Access Field
Billing Address – Telephone Number (hyphenated format xxx-xxx-xxxx)	R	R
Billing Address – Fax (hyphenated format xxx-xxx-xxxx)	S	S
Type of Business (see business codes sheet)	T	T
Date Service to Customer Began (in mm/dd/yyyy format)	U	U
How Customer was Obtained (Customer Initiated, Broker, Carter Solicitation, etc)	V	V
Current Salesperson (First and Last Name)	W	W
Broker (full name of the broker of account)	X	X
Written Contract (Yes or No)	Y	Y
On Call Customer (mark off if customer is on call)	Z	Z
Date Last Waste Stream Survey Conducted (in /mm/dd/yyyy format)	AA	AA
None (check if no waste stream survey has been conducted)	AB	BB

Field Name	Microsoft Excel Field	Microsoft Access Field
Refusal to Sign Waste Stream Survey or Waiver (check if customer refused to sign waste stream survey or waiver)	AC	CC
Monthly Charge for Collection (before tax) (put in decimal format (25.50))	AD	DD
Rate Charged by Volume (per Cu. Yd.) (put in decimal format (15.89))	AE	EE
Rate Charged by Weight (per 100 lbs.) (put in decimal format (10.42))	AF	FF
Total Billing for Reporting Period (before tax) (total billing for whole 6 month period, in decimal format (125.75))	AG	GG
Other Financial Arrangements (Indicate Yes/No)	AH	HH
Services Performed (Separate by comma, P (putrescible), R (recyclables), CD (Const. & Demo), O (Other)	AI	II
Putrescible – Amount of Waste (monthly amount of waste collected)	AJ	JJ
Putrescible – Volume or Weight (indicate Volume or Weight, do not abbreviate)	AK	KK
Putrescible – Route (carter route code for customer)	AL	LL
Putrescible – Number of Pickups per Week	AM	MM

Field Name	Microsoft Excel Field	Microsoft Access Field
Putrescible – Primary Transfer Station (list primary transfer station, see transfer station code list)	AN	NN
Putrescible – Secondary Transfer Station (list secondary transfer station, see transfer station code list)	AO	OO
Special Condition Flag (enter **M** if carter collects infectious medical waste) **For subcontract customers** Enter **P** if Prime Contractor of stop Enter **S** if Subcontractor of stop	AP	PP
Putrescible – Type Set Out (type of receptacle waste is put out – Bags, Container, Bales, Compactor, other)	AQ	QQ
Recyclable – Amount of Waste (monthly amount of recyclables collected)	AR	RR
Recyclable – Volume or Weight (indicate Volume or Weight, do not abbreviate)	AS	SS
Recyclable – Route (carter route code for customer)	AT	TT
Recyclable – Number of Pickups per Week	AU	UU
Recyclable – Primary Transfer Station (list primary transfer station, see transfer station code list)	AV	VV
Recyclable – Secondary Transfer Station (list secondary transfer station, see transfer station code list)	AW	WW

CUSTOMER REGISTER FIELD LISTING

Field Name	Microsoft Excel Field	Microsoft Access Field
Recyclable – Material 1 (most collected recyclable material, see recyclable codes)	AX	XX
Recyclable – Material 2 (second most collected recyclable material, see recyclable codes)	AY	YY
Recyclable – Material 3 (third most collected recyclable material, see recyclable codes)	AZ	ZZ
Recyclable – Type Set Out (type of receptacle recyclables is put out – Bags, Container, Bales, Compactor, other)	BA	AAA
Total Regular Scheduled Pickups per Week (total number of pickups (combine both putrescible and recyclable pickups))	BB	BBB
Comments (any miscellaneous comments about customer)	BC	CCC

RECYCLABLE CODES:

1   Paper/Cardboard
2   Glass
3   Plastic
4   Aluminum Foil
5   Metal
6   Other