



better water. pure and simple.®

The Best Name In Water

DELIVERY

If for some reason you have a need for more or less water, please leave a note with your request underneath one of the empty bottles, or scotch tape it to the side. Otherwise, we will leave your normal order.

BOTTLE DEPOSIT

If you forget to leave your empty bottles out for pickup, and are not at home, we will automatically leave your water. However, you will be charged an additional deposit for each bottle left. This will appear on your next billing, but **will be credited when the driver picks them up**. As you become familiar with your regular delivery schedule, you will find that you do this automatically.

For your convenience we have put together a short explanation of our billing system.

You will be charged a rental every month (dollar amounts will vary according to the rental unit). All charges to your account are payable within a 30 day period from the date of the invoice or statement.

All Customers have the option of a pre-authorized payment either directly from your bank or on a Master Card or Visa.

Upon ordering water an invoice will be written up and a copy will be left with you upon delivery. You can pay the driver by Cash, Credit Card, or Cheque.

Water Cooler Maintenance and Cleaning Service

Instructions:

INSPECTION

Make sure you inspect your cooler for unsanitary conditions monthly. Check the reservoir, drip tray, and grate behind the cooler.

RESERVOIR INSPECTION & CLEANING

The reservoir is the most important part of the cooler to be kept sanitary. The reservoir is the holding area where the bottled water is chilled before being dispensed. It is easily cleaned, just wipe out well and rinse with fresh water. Unscrew the faucet(s) and wash it as well. Very dirty reservoirs may be further sanitized using one half teaspoon of household bleach in one gallon of water. Wash the reservoir with this solution, then rinse thoroughly.

DRIP TRAY

Each water cooler, no matter what model, has a plastic drip tray to catch overflow. These can easily be removed and should periodically be washed by hand with soap and water.

Office water cooler customers should discourage employees from rinsing out coffee cups and pouring residue into drip tray. This can lead to bacteria buildup.

2011 Culligan Delivery Calendar Day # _____ (route rep)

January

S	M	T	W	T	F	S
						1
2	3 Holiday	4 Day11	5 Day12	6 Day13	7 Day14	8
9	10 Day15	11 Day16	12 Day17	13 Day18	14 Day19	15
16	17 Day20	18 Day 1	19 Day 2	20 Day 3	21 Day 4	22
23	24 Day 5	25 Day 6	26 Day 7	27 Day 8	28 Day 9	29
30	31 Day10					

February

S	M	T	W	T	F	S
		1 Day11	2 Day12	3 Day13	4 Day14	5
6	7 Day15	8 Day16	9 Day17	10 Day18	11 Day19	12
13	14 Day20	15 Day 1	16 Day 2	17 Day 3	18 Day 4	19
20	21 Holiday	22 Day 5	23 Day6	24 Day7	25 Day8	26
27	28 Day 9					

March

S	M	T	W	T	F	S
		1 Day10	2 Day11	3 Day12	4 Day13	5
6	7 Day14	8 Day15	9 Day16	10 Day17	11 Day18	12
13	14 Day19	15 Day20	16 Day 1	17 Day 2	18 Day 3	19
20	21 Day 4	22 Day 5	23 Day 6	24 Day 7	25 Day 8	26
27	28 Day 9	29 Day10	30 Day11	31 Day12		

April

S	M	T	W	T	F	S
					1 Day 13	2
3	4 Day 14	5 Day15	6 Day16	7 Day17	8 Day18	9
10	11 Day19	12 Day20	13 Day 1	14 Day 2	15 Day 3	16
17	18 Day 4	19 Day 5	20 Day 6	21 Day 7	22 Holiday	23
24	25 Day 8	26 Day 9	27 Day10	28 Day11	29 Day12	30

May

S	M	T	W	T	F	S
1	2 Day13	3 Day14	4 Day15	5 Day16	6 Day17	7
8	9 Day18	10 Day19	11 Day20	12 Day 1	13 Day 2	14
15	16 Day 3	17 Day 4	18 Day 5	19 Day 6	20 Day7	21
22	23 Holiday	24 Day 8	25 Day 9	26 Day10	27 Day11	28
29	30 Day12	31 Day13				

June

S	M	T	W	T	F	S
			1 Day14	2 Day15	3 Day16	4
5	6 Day17	7 Day18	8 Day19	9 Day20	10 Day1	11
12	13 Day 2	14 Day 3	15 Day 4	16 Day 5	17 Day 6	18
19	20 Day 7	21 Day 8	22 Day 9	23 Day10	24 Day11	25
26	27 Day12	28 Day13	29 Day14	30 Day15		

July

S	M	T	W	T	F	S
					1 Holiday	2
3	4 Day16	5 Day17	6 Day18	7 Day19	8 Day20	9
10	11 Day 1	12 Day 2	13 Day 3	14 Day 4	15 Day 5	16
17	18 Day 6	19 Day 7	20 Day 8	21 Day 9	22 Day10	23
24	25 Day11	26 Day12	27 Day13	28 Day14	29 Day15	30
31						

August

S	M	T	W	T	F	S
	1 Holiday	2 Day16	3 Day17	4 Day18	5 Day19	6
7	8 Day20	9 Day1	10 Day2	11 Day3	12 Day4	13
14	15 Day5	16 Day6	17 Day7	18 Day8	19 Day9	20
21	22 Day10	23 Day11	24 Day12	25 Day13	26 Day14	27
28	29 Day15	30 Day16	31 Day17			

September

S	M	T	W	T	F	S
				1 Day18	2 Day19	3
4	5 Holiday	6 Day20	7 Day 1	8 Day 2	9 Day 3	10
11	12 Day 4	13 Day 5	14 Day 6	15 Day 7	16 Day 8	17
18	19 Day 9	20 Day10	21 Day11	22 Day12	23 Day13	24
25	26 Day14	27 Day15	28 Day16	29 Day17	30 Day18	

October

S	M	T	W	T	F	S
						1
2	3 Day19	4 Day20	5 Day 1	6 Day 2	7 Day 3	8
9	10 Holiday	11 Day 4	12 Day 5	13 Day 6	14 Day 7	15
16	17 Day 8	18 Day 9	19 Day10	20 Day11	21 Day12	22
23	24 Day13	25 Day14	26 Day15	27 Day16	28 Day17	29
30	31 Day18					

November

S	M	T	W	T	F	S
		1 Day19	2 Day20	3 Day 1	4 Day 2	5
6	7 Day 3	8 Day 4	9 Day 5	10 Day 6	11 Holiday	12
13	14 Day 7	15 Day 8	16 Day 9	17 Day10	18 Day11	19
20	21 Day 12	22 Day13	23 Day14	24 Day15	25 Day16	26
27	28 Day17	29 Day18	30 Day19			

December

S	M	T	W	T	F	S
				1 Day20	2 Day 1	3
4	5 Day 2	6 Day 3	7 Day 4	8 Day 5	9 Day 6	10
11	12 Day 7	13 Day 8	14 Day 9	15 Day10	16 Day11	17
18	19 Day12	20 Day13	21 Day14	22 Day15	23 Day16	24
25	26 Holiday	27 Holiday	28 Day17	29 Day18	30 Day19	31