MISSISSAUGA EXECUTIVE CENTRE – ORDER/OFFER FORM

Thank you for using the MEC ReUse Centre Program!

Tenant offers: Tenants may drop off lightly used office supplies in an organized manner to MEC 4 or may request MEC services to pick items up. Please attach a label on the office supplies in question and specify all the items you are dropping off in the chart below.

Tenant orders: Tenants are permitted to take whatever they please within the Centre for free or request MEC services to drop off desired office supplies. Please specify all the items you wish to procure from the Re-Use Centre in the chart below.

Name	
Company	
Building	
Date	

Please fill out this form and send it back to: mary.dunn@colliers.com

			Ordering		Offering	
Stock Number	**Description**	**Quantity Ordered/Offered**	**Pick Up**	**Drop Off**	**Pick Up**	**Drop Off**

*Orders will be delivered/picked up by Colliers staff within a week of being submitted