# Eldorado Natural Spring Water donation policies and procedures.

## Pick up of product:

Eldorado water can be picked up anytime between 8:30-5:00 Monday through Friday at our plant in Louisville. The paperwork/invoice will be at the front desk. For events using the 5-gallon bottles and dispensers (pumps), pickup must be only one to two days prior to the event unless prior arrangements have been made. All bottles, full and empty along with dispensers must be returned one to two days after the event during business hours unless prior arrangements have been made. When returning bottles/dispensers please check in to the front desk before unloading. Front Desk # 303-499-1316

## Payment and charges:

All purchased products must be paid for either in advance or at time of pickup. Payment can be either by check, credit card or cash. There is no refund for unused product unless prior arrangement has been made.

A \$6.00 fee will be charged for any damaged or unreturned bottles and \$25.00 for any unreturned pumps. A credit card # must be keep on file until all bottles and dispensers are returned. If bottles are not returned the following week of the event \$6.00 will be charged to the credit card for any missing bottles and \$25.00 for missing pumps.

#### **Contact Person:**

A name and phone # will need to be given for the person responsible for making sure that the bottles and dispensers are returned along with paying any charges that may be applicable.

#### **Eldorado Contact Info.:**

Jeremy Martin VP of Marketing/PR 303-604-3017 jeremy@eldoradosprings.com

### **Directions to the Louisville Bottling Facility and Offices:**

Eldorado Springs is located at 1783 Dogwood Street - Louisville, Co 80027.

From Boulder: Go East on US highway 36. Go North on McCaslin, then east on Dillon Road. Go past 96th to North on Pierce (Colorado Tech Center) 2 blocks to East (right) on Cherry 2 blocks to North on Dogwood Street. Too first building on left.

From Denver: Go West on US highway 36. Go North on highway 287 and West on highway 42. Go South on Colorado Tech Drive 3 blocks to West on Dogwood Street.

### Eldorado Logo's for printed material:

Eldorado Natural Springs logo's can be downloaded at our web site, <u>www.eldoradosprings.com</u> Go to the Community page and at the bottom go to logo's.