



## Appendix A

To the Member's Agreement between BC One Call Limited ("BC 1 Call" or the "Supplier") and \_\_\_\_\_, dated \_\_\_\_\_, 20\_\_\_\_ (as per Member's Agreement).

### Member Information Form

BC 1 Call uses the information contained in this form to process locate requests and to communicate with your organization in connection with the Member's Agreement. \***required**

**1. Legal name of organization\***: \_\_\_\_\_

**2. Head Office\***

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

**3. Corporate website URL\*** (To be hyperlinked to your organization's name on BC 1 Call's [Member List](#)):

www.\_\_\_\_\_

**4. Billing/Accounts Payable\***

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Invoicing Email: \_\_\_\_\_ PO Number (if applicable): \_\_\_\_\_

Mailing Address (if different than above): \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

**5. Contact for Data Input Correspondence\***

Provide a single contact, responsible for preparing, maintaining, and verifying your data base.

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Company Name (if using a third party): \_\_\_\_\_

Mailing Address (if different than above): \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Click or call **before you dig.**

**BC 1 Call, 9768 Third St., Sidney BC, V8L 3A4**

**BC1C.ca 1-800-474-6886**



**6. Field Office Contacts and Notification Details Service Area\*:** \_\_\_\_\_

**Note:** A Service Area is each area which has a unique database registered with the Supplier. Enter "ALL" above if the contact information is the same for all the Member's Service Areas.

<b>Routine Locate Notifications</b>		
<b>FTP/Email Address:</b>	<b>Phone Number During Business Hours</b>	
	<b>Primary:</b>	<b>Alternate:</b>
<b>Username (FTP):</b>	<b>Phone Number Outside of Business Hours</b>	
<b>Password (PTF):</b>	<b>Primary:</b>	<b>Alternate:</b>
<b>Emergency Locate Notifications</b>		
<b>FTP/Email Address:</b>	<b>Phone Number Outside of Business Hours</b>	
	<b>Primary:</b>	<b>Alternate:</b>
<b>Username (FTP):</b>	<b>Password (PTF):</b>	
<b>Dig Up Notifications</b>		
<b>FTP/Email Address:</b>	<b>Phone Number During Business Hours</b>	
	<b>Primary:</b>	<b>Alternate:</b>
<b>Username (FTP):</b>	<b>Phone Number Outside of Business Hours</b>	
<b>Password (PTF):</b>	<b>Primary:</b>	<b>Alternate:</b>
<b>Business Hours (in PST)</b>		
<b>Weekday</b>	<b>Opens at</b>	<b>Closes at</b>
Sunday		
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		

**7. General Contact for Complaints, Transmission Issues, Email Issues, etc.\***

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**If the above person has not resolved the problem, whom do we contact next?**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**Click or call before you dig.**

**BC 1 Call, 9768 Third St., Sidney BC, V8L 3A4**

**BC1C.ca 1-800-474-6886**



## 8. Additional Communications: Contacts

One contact may be used for multiple communication categories.

Categories	Name	Email
Software testing and/or updates		
Service interruptions		
Membership Agreement Updates		
Secondary billing contact		
Education and events		
BC 1 Call news and announcements		

## 9. Name of Person Who Completed This Form\*:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**As a BC 1 Call member, and to ensure our service is convenient to excavators, you are obligated to:**

- Respond to each notification you receive **within 3 business days** (excluding statutory holidays in BC)
- Establish contact with the ground disturber related to each notification BC 1 Call sends to you
- Advise BC 1 Call of any changes to this information by providing a new Appendix A. The form can be found on our [Members Resources](#) page.

**Signature\*:** \_\_\_\_\_

**Date\*:** \_\_\_\_\_

If you have any questions concerning this form, please contact BC 1 Call at 1-800-474-6886, option 3, or by email at [info@bc1c.ca](mailto:info@bc1c.ca).

Please return this form to [info@bc1c.ca](mailto:info@bc1c.ca).

**Section below to be filled out by BC 1 Call staff:**

**Date Received by BC 1 Call:** \_\_\_\_\_

**Click or call before you dig.**

**BC 1 Call, 9768 Third St., Sidney BC, V8L 3A4**

**BC1C.ca 1-800-474-6886**