

## COLLECTION PROCEDURES

### WHEN YOU ARE READY TO SEND YOUR EMPTIES:

To obtain pre-paid shipping labels, please call 800.783.7677.

### Requirements:

- 10 Laser cartridge minimum per one pre-paid shipping label. \*
- 25 Inkjet cartridges minimum per one pre-paid shipping label.\*
- Large quantities will require pallet shipment arrangements (avg. number of cartridges to constitute pallet is 70).\*

\*If the minimum quantities are not met, your company will be charged for shipping costs.

Please follow the below instructions for packing:

### HOW TO PACK CARTRIDGES:

#### Laser *in* original packaging

- If the cartridges are all in original packaging, place the package inside a larger carton, making sure that the cartridges are protected and secured.
- **ALWAYS** make sure that the cartridges are fully protected by the materials in the original box or by newspaper, bubble wrap, peanuts or other protective materials.

#### Laser *not in* original packaging

- If you do not have the original packaging, you can bulk package the cartridges in larger cartons.
- **DO NOT** force cartridges into the box. If packed too closely to one another they will be more susceptible to damage. Use more than one box if necessary.
- **ALWAYS** make sure that the cartridges are fully protected by newspaper, bubble wrap, peanuts or other protective materials.



#### Inkjet

- Inkjets should be wrapped individually in newspaper or bubble wrap, and then packaged into larger cartons
- **DO NOT** pack them too tightly. Use another box if necessary.
- **ALWAYS** make sure that the cartridges are fully protected.

#### Pallet Shipments

- Average number cartridges to constitute pallet shipment - 70.
- Number of pallets and approximate weight is required to set up logistics
- Clearly label pallets with your company name.
- Shrink wrap pallet to withstand transportation and handling.

**Thank you for recycling and doing your part to save our environment.**