

## Instructions for preparing inkjet recycling containers for shipment



1. Assemble and tape bottom of inkjet recycling container securely.



2. Insert flat pad on bottom of recycling container for extra protection.



3. Open partition as shown above.



4. Insert partition into inkjet recycling container to help divide and protect inkjets during shipping.



5. Repeat steps 2-4 until box is filled completely.



6. Seal inkjet recycling container securely and return to the Cartridge Return Center using the pre-paid shipping label.

## Instructions for preparing laser recycling containers for shipment



1. Insert laser cartridge into original packaging, then insert into laser recycling container. (if original packaging is not available please package securely for shipping)



2. Fill laser recycling container to its capacity but do not over fill. This may cause damage to laser cartridges during shipping.



3. Seal laser recycling container securely and return to the Cartridge Return Center using the pre-paid shipping label.

## Instructions for preparing cell phone recycling containers for shipment



1. Insert cell phone into recycling container.



2. No loose batteries may be placed into the recycling container. Each cell phone battery must remain securely contained in its cell phone.



3. Seal cell phone recycling container securely and return to the Cartridge Return Center using the pre-paid shipping label.