



## Helpful Hints to Prepare Recycle Items for Shipment

- § **Laser Jet Cartridges** – Check inside boxes to make sure the cartridge is properly protected. Use packing materials provided as much as possible. Can place additional recyclable items above cardboard in box. Place each in a plastic bag for protection. Seal box via tape or tuck flaps As shown on box.
- § **Ink Jet Cartridges** – If small box is available that the cartridge came in, carefully place cartridge in box. Be careful not to touch the electrical contacts. If original packing box is not available just place cartridge in zip lock or plastic bag (one cartridge in each bag).
- § Pack all items (at least 12 in each shipping carton) for shipment as tightly as possible using newspaper and bubble wrap as needed. It is vital to protect these items in the shipping process so no damage is incurred.
- § **Cell Phones, Pagers, PDAs I-Pods, MP3 Players, DVD Video games and players, Digital Cameras, Laptop Computers, GPS Systems, and Scientific Calculators –**

Place these items in zip lock or plastic bag. Batteries, cords or charger peripherals should be sent. (They are not necessary for cell phones but are required on all the others items.)

**\*\* NOTE:** We are not accepting Epson brand printer cartridges at this time. (Printer cartridges must have a metal print head to be recyclable.) Do not send remanufactured cartridges.

Thank you for all of your assistance in this regard. It makes this task easier for everyone. Continue to share the word so we can collect as many of these recycle items as possible. This also helps our environment.

If you have further questions, contact your zone facilitator or zone president. Contact them or me directly to request pre-paid FedEx shipping labels to send to the recycling company.

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