



SHIPPING GUIDELINES

Program Guidelines for Ready, Set, Recycle

Packaging:

Newspaper or bubble wrap is recommended for packaging materials. For inkjet cartridges, place 4-8 cartridges in a single line and roll them up in newspaper before placing them in the large collections box. Laser jet cartridges can be packed in their original carton into your large shipping box. Each large box must have at **least ten cartridges** packed inside in order to qualify for shipping. These may be a combination of products.

Find a large shipping box. Pack box with 10-25 pounds of product. This is approximately:

- 6-8 laser cartridges
- 25-100 inkjets
- 10-25 cell phones and PDAs
- 4-6 laptops
- A combination of the above

Keep cartridges in their original boxes or plastic bags as much as possible

Fill any empty spaces in the box with newspaper or bubble wrap. Make sure the box is tightly packed to minimize movement and damage in shipping.

Acceptable Cartridges:

Remember these are printer cartridges. We do not accept fax printing film, printing ribbons or toner tubes for copiers.

For the inkjet printing cartridge, we do not accept Epson or some of the Canon (Canon BCI) as these do not have a metal head. All inkjet cartridges accepted must have a metal print head.

Laser jet and Inkjet cartridges – Hewlett Packard, Lexmark, Compaq, Apple, Dell and most Canon, IBM, Opra, Brother, Panasonic, Samsung, Pitney Bowes, Sharp, Toshiba are accepted.

Cell Phones and PDAs:

Cell phone and PDAs should be packaged together in a plastic bag before being placed into the shipping box

Include all cell phone and PDA accessories and batteries if you have them. These aren't required and don't add value to the shipment, but are useful.

Shipping Using Pre-Paid Labels:

When you have boxes ready to ship, contact Marguerite Christman via email (MChrist721d@aol.com) so she can send you the number of shipping labels you need to send this shipment of printer cartridges. These are the **pre-paid shipping labels** to use for FedEx Ground shipments.

Place one label on each box you are shipping. This label is to be used in shipping printer cartridges, cell phones, pagers, PDAs and laptop computers.

Take your packed and sealed boxes for shipment to your local FedEx shipper (Kinko's, Mail and More, Pack and Ship, etc.). No paperwork is required.

There are no shipping costs to you. The recycling company pays for the pre-paid shipping costs.

FedEx Pre-paid PRP Label



Tips:

- Make constant reminders or announcements of our recycling and fundraising efforts.
- Post signs.
- Place flyers and posters on bulletin boards.
- Place information in church newsletters

May God continue to bless this effort to His glory.