

COPIER OPERATIONS TIP OF THE MONTH
April 2016

TONER BOTTLE LABEL

PARTNERS – By now, all of you know the procedure to recycle the toner bottles. You need four boxes, 16 bottles, and a UPS label from me.

Please place the used toner bottles in the same box that your new toner came in.

You must take ownership of those toner boxes. Do not allow other staff members to use them.

I have attached a label that you can print, cut out, and put on your toner boxes. Please use it.

TONER BOTTLE RECYCLING

*Please retain this box
for its important reuse
as a recycling tool for*

**TEAMWORKS
COPIER SERVICE**

