

## COPIER OPERATIONS TIP OF THE MONTH DECEMBER 2019

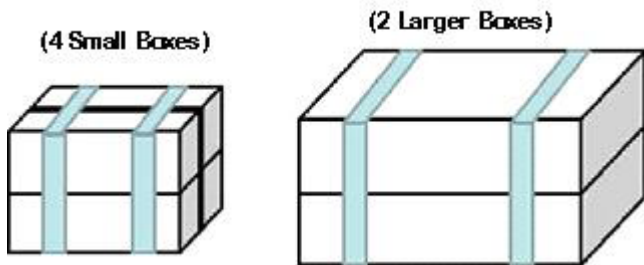
PARTNERS - Please look at this attachment again.

**NEVER PUT YOUR USED TONER BOTTLE'S IN THE TRASH.** When you have 4 boxes. (16 bottles) of used toner bottles, contact me. I will send you a printable UPS label to be used only one time. Keep your empties in their original boxes. Tape all 4 boxes together, put your label on the top box and put them where your school's normal UPS pickup is.

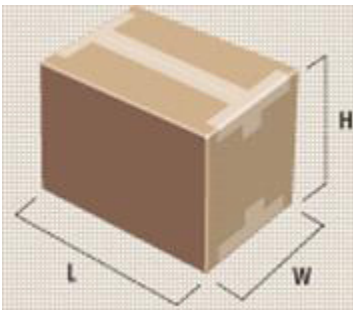
**DO NOT** call UPS or you will be charged. Call me if you have any questions. Thanks.

### INSTRUCTIONS: HOW TO PREPARE MATERIALS FOR SHIPMENT

To help further reduce the overall energy use and CO<sub>2</sub> impact associated with the return transportation process, whenever possible, use the instructions below to consolidate shipments. Please tape multiple used toner cartridges in their cartons together (quantities may vary). See guideline sizes below.



Or, place multiple cartridges in a larger carton (tape all seams to prevent leakage).



*Note:* The dimensions of the return package should not exceed maximum parcel limitations:

- Packages can be up to 165 inches (419 cm) in length and girth combined.
- Girth = (2x Width + 2x Height)
- Packages can be up to 108 inches (270 cm) in length.
- Weight should not exceed 25 lbs.

*Note:* Other return instructions in this box may be outdated information

Next, tape the pre-paid shipping label to the package made above. **Drop the package off at a UPS shipping location or include it with your next pick-up or drop-off at your facility.**

*Note:* If consumer calls for a UPS pick up for this specific item, cost is borne by consumer.