

Pallet Pickup Instructions:

Step 1. Collect and prepare cartridges for shipment

- A. You must return a minimum of 3 pallets at a time.
- B. Place a minimum of 100 laser toner cartridges on a pallet. Place ink cartridges in separate boxes. Keep cartridges in original packaging or wrap them individually for protection. Pallet height should not exceed 7 feet. Shrink-wrap the entire pallet.
- C. Our carrier will typically pick up the pallets within 3 business days.

Step 2. Please enter your pallet pickup request online

- A. Our Logistics team will complete the shipping request and send you an e-mail containing the following information:
 - a. Pick up date and designated carrier authorized for the pallet pick up.
 - b. Pallet tag which is to be attached to each pallet of cartridges included in this shipment.
 - c. Bill of Lading which is to be provided to the carrier picking up the shipment.

Step 3. Label your pallet and ship it.

- A. Affix pallet labels to each pallet – it is best to shrink wrap around this label if possible.
Note: Please print four pallet label tags for each pallet and affix a label to each side of the pallet.
- B. Communicate to your shipping personnel all pertinent shipping information, advising them of the scheduled pick-up.
- C. Make a copy of the Bill of Lading for your records