



# Pallet (Skid) Shipping Guide

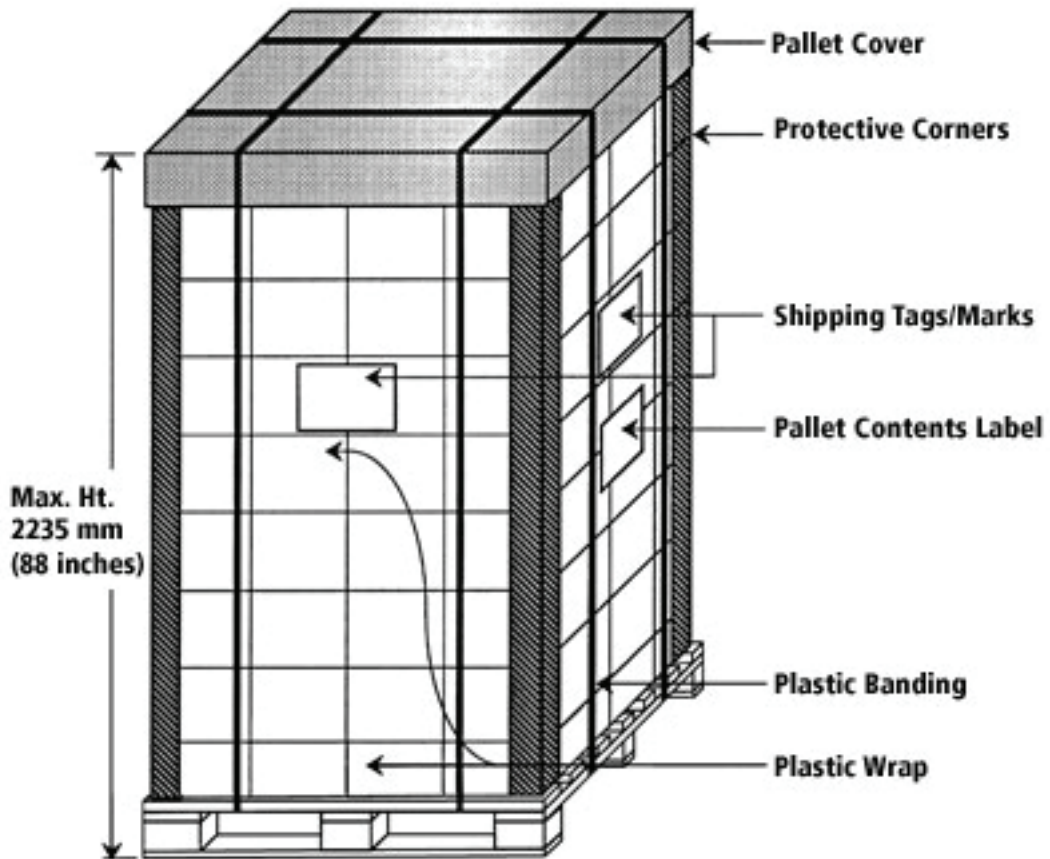
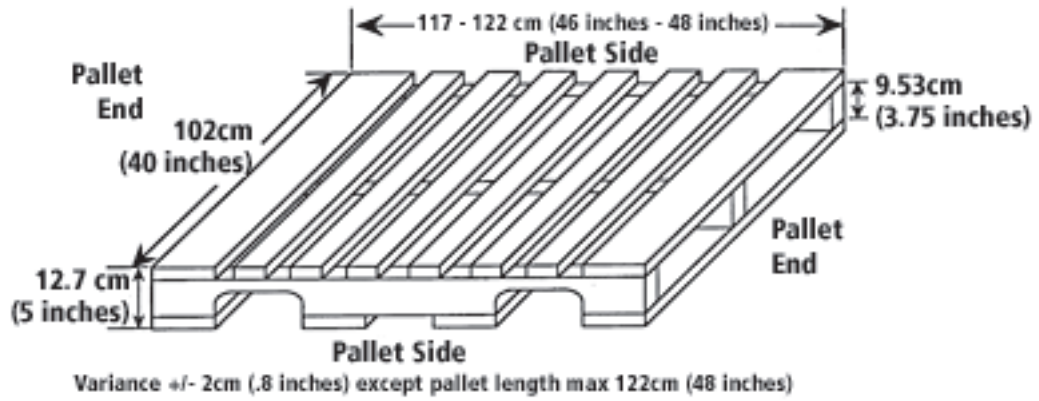
**Please Read Before Shipping**

## Packing Guidelines And Recommendations For Pallet Shipping

Recycle Tech Solutions will recycle all empty inkjet and laser toner cartridges listed within the empty cartridge buyback schedule. To protect your shipment and maximize the value of your return, please follow these simple guidelines when shipping single or multiple pallets.

- Use standard size pallets in good condition.
- Using the packaging materials that came with your new cartridges, place the empty units in larger boxes that you may also want to recycle.
- Seal the box(es).
- Stack sealed boxes on the pallet, placing the heavier boxes at the bottom.
- Securely wrap pallet using:
  - Craft paper and clear shrink wrap
  - or
  - Black shrink wrap
- Use pallet covers if available, or a reasonable substitute to seal the top of the pallet.
- The maximum height of the pallet must not exceed 88 inches (2235mm or ft.).
- E-mail [info@recycletech.org](mailto:info@recycletech.org) to arrange for the pickup of your shipment.
- Please see the following page for visual aids.

Note: Do not return damaged or incomplete units. We reserve the right to not accept any cartridges we find are of poor quality, low demand or of non-specified manufacturers. We test all incoming shipments for quality and will not pay for cartridges that do not test well electronically or are faulty for any other reason.





- Do NOT place any kind of tape or adhesive over print heads or electronic components as this will severely damage them and affect your return.
- Include the Cartridge Collection Program Submission Form, found in the download center at <http://www.recycletech.org>.
- For additional questions related to shipping, packing, or what we're buying, please e-mail [shipping@recycletech.org](mailto:shipping@recycletech.org).

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