



PACKING INSTRUCTIONS

Please do not ship cartridges unprotected. Many models are delicate and will damage one another if not padded. This damage is easily avoidable by making sure that no cartridge comes in direct contact with any others. **Please do not combine laser and inkjet cartridge in the same shipping box as the cartridges will most likely become damaged.**

Packing Inkjet Cartridges:

**** We are now accepting all inkjet cartridges for recycling. Not all cartridges will have monetary value, but they will be recycled. Please review our price sheet for a complete list of inkjet cartridges. ****

1. Pack your **inkjet cartridges** into the box but not too tightly.

*** *InkVentures recommends the Uline S-4125 (available at www.uline.com) for packaging* ***

2. Inkjet cartridges (smaller with liquid ink) should be individually wrapped in a piece of newspaper, paper towel, or placed one per plastic bag before placing them in the box. In this manner, around 100+ cartridges can be shipped in a box.

*** *Overloading boxes can increase the chance that cartridges will be damaged during shipping* ***

3. Once the collection box is full, close the top and seal securely with tape. Affix a prepaid FedEx label to the box, *mark it clearly with your account number* and drop it off at your local FedEx.

*** *If the box you are using has been shipped/used before make sure to black out any barcodes or previous shipment information with a permanent marker. This will prevent any shipping issues.* ***

Packing Laser Cartridges:

****Due to the fact that we are only accepting select laser cartridges, we ask that you email Ink Ventures, LLC at ulmm.inkventures@gmail.com with an inventory list of the laser cartridges you have collected. Once this information is processed, we will then send you a postage-paid box for your laser cartridges. Please DO NOT send any laser cartridges that are not on our Price List or before you have contacted us. For a complete list of acceptable laser cartridges, please review our price sheet. ****

1. **First**, email Ink Ventures, LLC at ulmm.inkventures@gmail.com with the list of cartridges you have collected *and are on the list of accepted cartridges*.
2. **Laser cartridges** (larger, with powdered ink) should be removed from their original boxes, and individually wrapped in bubble wrap, or separated by cardboard.
3. Stand each cartridge upright with the flat surface on the bottom of your box. To prevent damage in shipping do not jam cartridges into a box or overfill.
4. Once the collection box is full, simply close the top and seal securely with tape. Affix a prepaid FedEx label to the box, *mark it clearly with your account number* and drop it off at your local FedEx location.

TO ORDER SUPPLIES:

CALL US: 1-866-481-2634 or

ONLINE: www.inkrecyclers.com/supplies.html