



Six Week Turnkey Program to Success

After receiving your start up packet these are helpful step-by-step instructions to a guaranteed successful program!

(All information can be downloaded from our website at www.inkrecyclers.com)

Week One:

- **Set a goal of what you will achieve.**
- **Designate drop off locations. (High traffic areas are the best)**
- **Make posters and banners and hang throughout your organization and community.**
- **Consider including a contest for the employees that recycles the most cartridges.**
- **Promote the program through your area community newspaper.**
- **Send letters, memos to: Faculty / Staff Members**

Week Two:

- **Write to area businesses to send in their cartridges in your program's name. All businesses have to do is go to www.inkrecyclers.com and click on Sign-Up. They send in their cartridges, you get the credit.**
- **Plan a recycle party at the end of the program to celebrate your success and the beginning of an ongoing recycle program.**

Week Three:

- **Make a graph or a temperature thermometer to gage where you are and how close you are to reaching your goal.**

Week Four:

- **Go over recycled and emphasize the importance of recycling and that your co-workers are making a difference.**

Week Five:

- **Remind everyone that only one week remains before you send in your recycled containers.**

Week Six:

- **Send us the cartridges you have collected!! Order new supplies at www.inkrecyclers.com to continue your recycle program.**
- **Have a recycle party to celebrate your organizations' success.**
- **Collect your CASH\$**