



## Minimums :

**Overall minimum of 30 acceptable cartridges total per shipment/return.** This is a “minimum” only - you can package as many cartridges in one box as long as the box weighs less than 70 pounds.

**Laser cartridges** - Minimum of 10 (preferably much more) **acceptable** cartridges per box as long as the box weighs less than 70 pounds. Most Lasers weigh around 2 pounds so even up to 20 lasers in a box is fine.

**InkJet cartridges** - Minimum of 30 or more acceptable cartridges per box as long as the box weighs less than 70 pounds. Do not throw inkjets in a box loosely without the printheads being protected.

*\* If you are already sending 30 InkJets in a box you can add any quantity of Laser Cartridges to that box – as few as one.*

**ONLY SEND ONCE-USED CARTRIDGES THAT ARE ON OUR LIST --- DO NOT SEND COMPATIBLE OR PREVIOUSLY REFILLED CARTRIDGES AS WELL AS “QUESTIONABLE” CARTRIDGES, RANDOM CARTRIDGES, OR CARTRIDGES THAT ARE NOT ON OUR LIST. THIS IS VERY IMPORTANT !!!**

## How To Package for Safe Shipment :

- Cartridges should not be touching each other and should therefore be individually wrapped. With InkJet cartridges we recommend using wrapping paper, newspaper, zip-lock bags, or bubble wrap. **Laser Cartridges should be wrapped with more than just a grocery store bag or the black bag that many cartridges come in.** We recommend **triple wrapping** each laser cartridge with newsprint or using bubble-wrap or if they are smaller lasers place them back in their original box.
- If you have 8 laser cartridges that are in their original box and all of the boxes are of a very similar size, then those boxes can be bundled and taped together. **DO NOT BE CONSERVATIVE ON TAPE AS LACK OF TAPE WILL CAUSE BOXES TO SEPERATE!**
- Boxes should be packed securely & tightly to prevent cartridges from being bounced around during shipment. Heavy corrugated boxes are preferred.

**\*\* MOST IMPORTANTLY, CARTRIDGES SHOULD NOT BE DIRECTLY TOUCHING EACH OTHER \*\***

## Lastly :

After box(es) are ready for shipment, please place our pre-paid label on the outside of the box(es). You can Call FedEx @ 1-888-777-6040 to schedule a Pick-Up or if FedEx delivers to your school or organization on a regular basis, simply give your box(es) to the driver next time they come to your location. FedEx will deliver box(es) to Inkjets for Education and shipping charges will be incurred by Inkjets For Education.

**Don't forget to save your “shipper receipt” which can be peeled off the top part of your PrePaid label(s).**

If you have any questions please feel free to contact us at Toll-Free 1-877-987- EMPTY (3678)