

# Packaging Instructions

## Minimums :

**Overall minimum of 30 acceptable cartridges total per shipment/return (this is not a per box minimum).** This is an overall "minimum" - you can package as many cartridges in one box as long as the box weighs less than 60 pounds.

**Laser cartridges - Minimum of 8 (preferably much more) acceptable cartridges per box** as long as the box weighs less than 60 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 (preferably many more) acceptable ink cartridges per box** as long as the box weighs less than 60 pounds. Do not throw inkjets in a box loosely without the printheads being protected.

We ask that the Minimum Dollar Amount per box be at least \$20.00

**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. NEW AND EMPTY INKJET CARTRIDGES AND LASER CARTRIDGES CAN BE PACKAGED IN THE SAME BOX !**

**ONLY SEND ONCE-USED LASER 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 !!! RANDOM INKJETS ARE OK TO SEND, BUT NOT RANDOM LASER CARTRIDGES.**

## How To Package for Safe Shipment :

**INKJET CARTRIDGES --** Although wrapping each inkjet cartridge individually is optimally the best way to insure inkjets arrive to us in refillable condition, we also acknowledge this can be very time consuming. What we will now require is that inkjets go into a large ziplocks or a grocery store type bag (to prevent leakage of ink in the box) and that they must be packaged very securely and "snug" with no excess space in that box, meaning the cartridges must not have any excess room at the top of the box for the inkjet cartridges to bounce around or bang into each other during transit. **Please fill out the top of the box with filler, newsprint, etc. It is important that cartridges do not bounce around and bang into each other in transit as Circuity and Printheads will get damaged. PLEASE INCLUDE PAPERWORK WITH YOUR SHIPMENT !**

**LASER / TONER CARTRIDGES --** **Laser Cartridges should be wrapped with more than just a grocery store bag or the black bag that many of the older model laser cartridges come in.** We recommend triple wrapping each laser cartridge with newsprint or using bubble-wrap or if they are **smaller lasers** you can also place them back in their original box and/or bubble-bag. **Please fill out the top of the box with filler, newsprint, etc. It is important that cartridges do not bounce around and bang into each other in transit as Circuity and Printheads will get damaged. PLEASE INCLUDE PAPERWORK WITH YOUR SHIPMENT !**

Boxes should be packed securely & tightly to prevent cartridges from being bounced around during shipment. Heavy corrugated boxes are preferred. Do not leave any gaps at the top of each box. **Please fill the top of every box with filler and ALWAYS INCLUDE PAPERWORK.**

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

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 Dazz-Cycle 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 your labels were sent VIA Email please save your email in case you need to track your package**

**If you have any questions please feel free to contact us at Toll-Free 1-866-543-9465**