Packaging Instructions

*** PLEASE NOTE WEIGHT REQUIREMENTS AND DOLLAR REQUIREMENTS HAVE BEEEN UPDATED – Each box needs to be Under 50 pounds and have a value of $20 or more – any box over 50 pounds will be a $25 deduction. This is due to new Fedex Requirements ! ***

Minimums :

Toner Cartridges **- Minimum of 8 (preferably more) <u>acceptable</u> cartridges per box** as long as the box weighs less than 50 pounds. Most toners weigh around 2 pounds so even up to 20 toners 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 50 pounds. Usually it takes around 500 inkjets to get to 50 pounds.

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.**

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 -- **Toner Cartridges should not be touching each other and 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 babble-wrap or if they are <u>smaller lasers</u> 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 !**

Package Size Max:

Package Size has to be less than 105" -- to measure your package use the following formula:

Length + 2x Width + 2x Height

Step 1: Determining Length

- Measure the longest side of the package, rounding to the nearest inch. This is your Length.

Step 2: Determining Girth (2 x Width + 2 x Height)

- Measure the width of the package, rounding to the nearest inch. Multiply this number by 2.

- Measure the height of the package, rounding to the nearest inch. Multiply this number by 2.

- Add these two numbers together. This is your girth.

Step 3: Add the length and the girth together. This is your Package Size.

PLEASE INCLUDE PAPERWORK WITH YOUR SHIPMENT