



# Packaging Instructions

## Minimums :

**Overall minimum** of 30 acceptable cartridges total per shipment/return (this is not a per box minimum). 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 you can also place them back in their original box and or bubble-bag.
- 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. Do not leave any gaps at the top of each box.

**\*\* 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 Dazz-Cycle and shipping charges will be incurred by Dazz-Cycle.

**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 1-866-543-9465