

# GUIDELINES TO RECYCLING

March 2008

1. Collect all types of cartridges except Epson and those without a metal print head.
2. Collect cell phones (no phone accessories)
3. Collect pagers, PDA's, I-pods & laptop computers (include peripherals, cords, chargers if you have them)
4. Prepare cartridges and cell phones for shipping by bagging each separately in plastic if they are not in the original box.
5. Pack at least ten cartridges or as many as possible in a large box being sure to protect the contents using bubble wrap, air pouches, newspaper or other packing materials (Do NOT use Styrofoam peanuts.)
6. You can, but do not have to, complete and enclose a packing slip before sealing the box or boxes with packaging tape.
7. Call M.L.C. Enterprises at 1-405-737-8289 or email [MChrist721@aol.com](mailto:MChrist721@aol.com), and tell them you are with the LWML South Dakota District and ask for labels to be sent to you, giving them your name and address. Order only as many labels as you will be using.
8. When you receive the labels, make a copy of the label or labels before placing on the box or boxes to be shipped.
9. Refer to the back of your label for drop off and pick up of your boxes. Be sure to have your copy of the label with you, as you will be asked for a number off of the label. FedEx will pick up your box or boxes within a day or two depending on your location.
10. Contact Judy Dockter at 432-6603 or [jdockter@wat.midco.net](mailto:jdockter@wat.midco.net) if you have any questions.

**Funds collected will go to the LWML South Dakota District, and will be used for a purpose determined by the Board of Directors.**