



M. L. C. Enterprises

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~ Recycling Services ~

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Dear Valued Customer: **Recycling Shipping Guidelines**

URGENT!!! Take Note: Many changes have taken place since your last recycling shipment. There have been more requirements established to recycle your printer cartridges. Please note the only items accepted for recycling are inkjet and laser toner printer cartridges. No other items are accepted for recycling. If you send any items that are not accepted you are jeopardizing the future of the recycling company. Please do your part and abide by the guidelines so you can still reap the benefits of your recycling efforts and others can also. The pre-paid shipping labels have changed. The prepaid shipping labels are **UPS** shipping labels. In addition, due to escalating costs of the pre-paid shipping labels, the Recycling Company has also revised Shipping Guidelines. It is imperative that these Guidelines be followed as closely as possible in order for free/pre-paid shipping labels to be provided. If you do not abide by these Guidelines you are most likely jeopardizing your future participation in recycling.

Also, at the request of the Recycling Company, there are a few items that we need to continue to remind others about. **These requests are a must!**

- **Please Note: Only Ship those cartridges listed on the Qualifying List of Inkjet or Laser toner cartridges.** Be sure to ship as many cartridges in a shipping box as possible, at least 25 laser toner cartridges or inkjet cartridges, or any combination. More in the box will even be better. (Helpful hint: If you have laser toner cartridges in their original boxes, take them out of the original boxes, wrap them with several layers of newspaper). Make sure any inkjet cartridges are in a plastic bag for added protection. The shipping carton needs to weigh between 20 - 40 lbs. Always pack as tightly as possible with newspaper to add extra tightness to fill in any empty space. Reinforce shipping carton on bottom, corners and top with packing tape. Take your packed shipping carton to your nearest **UPS** shipping location. If that is not possible, pack at church/business, tell the secretary you have a carton to ship. When the **UPS** driver makes the next delivery to the church/business he can pick up your carton for recycling. Do not call UPS for a pick up appointment. This will result in a charge to you. Thanks for your support in this endeavor.
- Be advised that toner bottles, toner tubes (used in copiers), fax machine film, and printer ribbons **are not accepted for recycling.**
- **Refer to Qualifying List. Only ship those printer cartridges listed on the Qualifying List**
- "Remanufactured For", refilled cartridges, "Compatible With" **are not** accepted for recycling. Send only the virgin cartridges. Sometimes this is challenging, since it is not always apparent if a cartridge has been remanufactured or refilled. You can look on the box to see if it notes that it is remanufactured. Also, some companies like Office Depot, Staples, Cartridge World, Walgreen's, etc., remanufacture and/or refill cartridges. So, if that is noted somewhere on the cartridge, it is not accepted for recycling.

Thanks again for all your recycling efforts. In all these efforts, remember in addition to helping your cause, we are also helping our environment by recycling these various recyclable items and keeping them out of our landfills. If you have questions, need clarification, or when you need **UPS** shipping labels just contact us via email or phone. We try to get your shipping labels sent to you within a couple of days.

Thanks for recycling,
Marguerite Christman

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