

# Recycle First SHIPPING GUIDELINES

## Packing

1. **Find** a box large enough to hold approximately 20-40 pounds of product. *This equates to 8-10 laser cartridges or a combination of all recyclables.*
2. **Pack** all items *tightly* in the box and *fill any empty space* with packing material.
3. **Reinforce** all seams with packing tape.

## Shipping

1. **Affix** a pre-paid FedEx label to each box being shipped. **Do not** photo copy labels.
2. **Write** the 8-digit tracking numbers located *to the far right* under the barcode, on the tracking form.
3. **Call** FedEx at 888-777-6040 and tell them you would like to schedule a “PRP Return Manager Pick-Up.” Give the Recycle First account #5353480.

For more detailed instructions please see complete guidelines on our website: [www.recyclefirst.com](http://www.recyclefirst.com)

**Thank you for your participation!**

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Rev. 04.30.08