Office DEPOT

# Ink & Toner **Recycling Solutions**

SMART FOR YOUR BUSINESS. SMART FOR THE ENVIRONMENT.

Office Depot knows you want to help the environment by creating less waste and recycling more. We can help. Our Ink & Toner Cartridge Recycling Solutions are simple, convenient and free! By returning your empty cartridges, you can do your part to sustain our environment. Here are two smart return options:

## PICK-UP BY OFFICE DEPOT DRIVER

1. Protect each empty ink or toner cartridge during shipment - by wrapping it in newspaper or using old packaging.
2. Place cartridge in its original box or place multiple protected cartridges in a cardboard box (used paper boxes work well). *Please do not mix ink and toner cartridges in the same box to help avoid damage.*
3. Close and seal the box and hand it to your Office Depot driver when you get your next office supply delivery.

## SHIP DIRECTLY TO RECYCLING FACILITY

1. Order a free Ink Cartridge recycling box (SKU# 621558) or a free Toner Cartridge recycling box (SKU# 650988).
2. Protect each empty cartridge during shipment by wrapping it in newspaper or using old packaging.
3. Place used cartridges inside the specific Office Depot recycling box for ink or toner. *Please do not mix ink and toner cartridges in the same box to help avoid damage.*
4. Repeat this process until the box is full and then close and seal the box.
5. Add the pre-labeled box to regular UPS pick up: shipping is free.

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**BUSINESS SOLUTIONS DIVISION**

It's smart, simple, and green. For our full assortment of Office Depot greener office solutions, please visit business.officedepot.com and click on 'Your Greener Office.'

**CALL:** 888.2.OFFICE | **CLICK:** business.officedepot.com