

**Office DEPOT®**



# Ink & Toner Recycling Solutions

See back for **smarter**  
return options.

**SMARTER FOR YOUR BUSINESS.  
SMARTER 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. Also, if your organization currently pays for waste management, you may even save money by recycling your empty cartridges.



**BUSINESS SOLUTIONS DIVISION**

**CLICK:** [business.officedepot.com](http://business.officedepot.com)  
**CALL:** 888.2.OFFICE  
**COME BY:** Visit a store near you!

SS.175.1010

# It's all **FREE!** Now that's **smart!**

Enclosed is a **FREE** pre-paid UPS shipping label. You can reuse the box you received from your recent Office Depot supplies order and place your used inkjet and toner cartridges right inside. Protect each empty ink or toner cartridge during shipment by wrapping it in newspaper or using old packaging. *Please do not mix ink and toner cartridges in the same box to help avoid damage.* When it is full, seal the box and adhere the pre-paid label on the outside. Add the box to your regular UPS pick-up appointment.

## OTHER SMART OPTIONS:

### PICK-UP BY YOUR 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 THE RECYCLING FACILITY

1. Simply order a free Ink recycling box (SKU# **621-558**) or a free toner recycling box (SKU# **650-988**), at [business.officedepot.com](http://business.officedepot.com).
2. Protect each empty cartridge during shipment by wrapping it in newspaper or using old packaging.
3. Place empty cartridges inside the corresponding Office Depot recycling box for ink or toner. Help avoid leaking and damage by keeping ink and toner cartridges in the separate receptacles.
4. When the boxers are full, securely seal and simply hand them back to your UPS driver during their regular pick-up or delivery schedules. Shipping is **FREE** and the prepaid shipping label is already adhered on every box.



For our full assortment of **Office Depot greener solutions**, please visit [business.officedepot.com/greeneroffice](http://business.officedepot.com/greeneroffice).

It's **smarter**, simple, and green.



This is printed on paper containing 10% postconsumer fibers.

PIP SKU 786-660

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