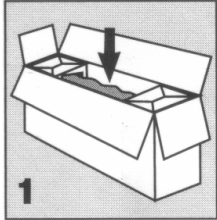


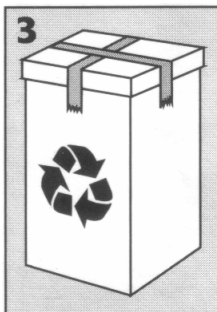
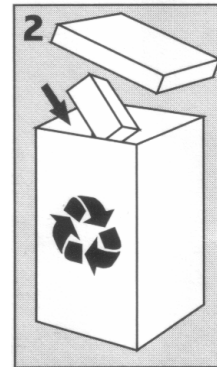
Packaging Guidelines - Charities

Packing Boxes



Cartridges are likely to be damaged in transit if they are unprotected—damaged cartridges have no value. To prevent damage, put **individual inkjet cartridges** their original box or bubble wrap or newspaper prior to bulk-packing in boxes. For **laser cartridges** please place in the original plastic wallet if available, if not please protect with bubble wrap or newspaper. Please **do not** pack them back in their original boxes as these are too bulky. **We regret we cannot accept toner bottles or Epson inkjets.**

Place the cartridges carefully in an outer box. This can be any strong cardboard box you have available. K2 can also supply recycling boxes for a small charge. We recommend you package a minimum of 10 and maximum of 20 cartridges in the box. If you are placing toner cartridges in the box 'loose' (i.e. not protected by bubble wrap or similar), please stack them in layers in the box, and fill any gaps between the cartridges and the box with newspaper or other packing material. To avoid damage, we recommend you pack no more than 15 'loose' toners in each box. Inkjets should ideally be put together in a smaller box/envelope and then placed in your toner box.



When the box is full, fill any large gaps with newspaper or other packaging material. Ensure that it is possible for one person to lift the box— we recommend a maximum weight of 30 Kilos for health and safety reasons. Tape the box securely with parcel tape.

We recommend that you enclose a packing list in a documents enclosed pouch/envelope, and attach it to the top of the box.

Call our Customer Service team and ask to arrange a collection. We will agree a date to collect your cartridges and give you a unique tracking reference. You should label each of your packages clearly with the tracking reference and your postcode. Please note that we require a minimum of 20 cartridges. Please ensure that at least two people at your premises are aware of the location of the cartridges and date they are to be collected. We recommend you fax or email us a list of the type and quantity of cartridges you are sending – we are unable to investigate any losses or discrepancies if you do not do this.



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K2 Supplies

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