



**Northern CARE Recycle Ink.  
Cartridge Recycling Program  
*Packing Information***

**Inkjets**

- Place in box for shipping (you can keep in plastic bags)
- Take out and wrap separately any damaged inkjets
- Make sure box is tightly sealed
- Please make sure when packing empties in the box that there is no room for cartridges to move around
- If the box is too big, add newspaper, bubble wrap, or what you have available to fill the box.

**Lasers**

- Please try to keep in toner box, if you received any that are not in toner box wrap it in newspaper or plastic bag to protect it from damaging.
- If you have a cardboard box big enough to pack the toners please do so. If not, please take four (4) toners and tape them together to make a package.
- Please make sure that the package or box is secured and that the toners can not move around or fall apart.

**Please address the box (s) with Northern CARE:**

- 1. Company name**
- 2. Your company address including postal code**
- 3. The number of packages / boxes and approximate weight**
- 4. Return Authorization Number - NORCAR**

When the cartridges are boxed and ready to go, please contact me and I will issue the Return Authorization Number (RA#) and arrange transportation for the packages / boxes.

**Minimum for pick-up are 8 to 10 inkjets or 4 laser toners.**

Thank you for supporting our recycling programs. If you have any question regarding the program. Do not hesitate to contact me.

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