

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

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

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