

## Program Guidelines – please read carefully

### Packaging Instructions

Please put a minimum of 15-20 ink cartridges per box, there is no maximum.

Newspaper is recommended for protecting the cartridges. Place 4-8 cartridges in a single line and roll them up in newspaper before placing them in the box.

Fill any empty spaces in the box with newspaper. Make sure box is tightly packed to minimize any movement and damages of the inkjets.

### Acceptable Cartridges

Refer to our Complete Cartridge Price List or visit [www.empties4cash.com](http://www.empties4cash.com) for a current updated list.

NOTE: We do not pay for remanufactured cartridges. We will take remanufactured inkjets for the purposes of recycling ONLY, but will NOT qualify for payment.

### Shipping Instructions

FedEx prepaid labels will be used for the shipping. You can call and request for the FedEx labels at 1-800-456-4320 or you can log into your E4C account to request them yourself.

Once you receive the label, fill out your Account Info & Account number & place it on the box.

Call FedEx Ground at (888) 777-6040 and have your label ready. The Shipper Receipt# will be required. You can also call Empties4Cash Customer Service for a Pick-Up at (800) 456-4320. PLEASE REMEMBER TO WRITE ACCOUNT NUMBER ON BOX.

### FedEx Pre-paid PRP Label

Shipper receipt = Tracking number

Enter your account info here or on the box. RA = Account #

Record your Tracking number

**FedEx**  
Ground

### Payment

Payment will be mailed out within 5 business days, after receipt of shipment. Payment may delay if the shipment is less than \$5.00.

You should receive an email notification when payment is sent, if you have provided a valid email address.

If you have sent in a shipment and have not heard or received a check 2-3 weeks from pick up date, please call us immediately. We will need the tracking number for that shipment to track it.

