

# **Pallet Pickup Instructions:**

## **Step 1. Collect and prepare cartridges for shipment.**

- A. Collect cartridges on a pallet. Be sure to keep cartridges in original packaging or wrap them individually for protection. Please shrink-wrap the entire pallet and the pallet height should not exceed 7 feet with leveled layers. Approximately: 75-100 laser toner cartridges per pallet. If the customer has ink – we ask that they keep the ink contained in a separate box from the toner to help prevent damage.
- B. Our carrier will typically pick up the pallets within 48 hours.

## **Step 2. Please enter your pallet request online:**

- A. Our Logistics team will complete the shipping request and send you an e-mail containing the following information:
  - Pick up date and designated carrier authorized for the pallet pick up.
  - Pallet tag which is to be attached to each pallet of cartridges included in this shipment.
  - Bill of Lading which is to be provided to the carrier picking up the shipment.

## **Step 3. Label your pallet and ship it.**

- A. Affix pallet labels to each pallet – it is best to shrink wrap around this label if possible.
  - **Note: Please print four pallet label tags for each pallet and affix a label to each side of the pallet.**
- B. Communicate to your shipping personnel all pertinent shipping information, advising them of the scheduled pick-up.
- C. Make a copy of the Bill of Lading for your records.