

Raising funds by recycling old mobile phones, PDAs and printer cartridges is easy with Recycling Appeal. Once you have gathered your goods and are ready for collection, please follow these steps:

### 1) Inventory

To help verify goods shipped in a collection, we require you complete a Packing Sheet available for download by visiting [www.recyclingappeal.com](http://www.recyclingappeal.com). We recommend you complete the Packing Sheet, keeping a copy for your files. A signed Packing Sheet should be returned with your collection – please insert it into one of your collection packages.

### 2) Packing

Recycling Appeal encourages you to re-use old boxes as you prepare your packages for collection. Packages can contain any combination of inkjet cartridges, laser cartridges, mobile phones and PDAs. Please ensure all products are packaged securely and carefully, as we do not offer compensation for products that are broken or damaged.

The following tips will help you meet our collection requirements.

1. If at all possible, pack your toners in their original boxes. If you remove the inner packaging, two toners should fit in each box.
2. If you have multiple toner boxes, please tape them together securely. For Recycling Appeal collections, we will accept packages of up to six toner boxes (stacked two wide and three high).
3. Cartridges, mobile phones and PDAs can also be packed in old cardboard boxes. Please ensure all boxes have taped top and bottoms to prevent the contents from spilling out during shipping.
4. A Recycling Appeal collection can pick up as many as eight packages where each package weighs no more than 20 kilograms. If you have more than eight packages for collection, please call 08451 30 20 10.

#### NOTE - We cannot accept:

- Toner bottles
- Ribbon cartridges
- Epson inkjet cartridges
- Broken cartridges
- Analogue phones
- Mobile phone cases
- Pagers
- Other electronic equipment

### 3) Request a collection

Once your packages, including your packing sheet, are ready for uplift please call 08451 30 20 10 to request a collection. We will need to know a date that is suitable for the collection, the number of packages included in your collection, and the collection address.

While collections will take place from your chosen address within 48 hours of your request, we are unable to guarantee a specific time of day for your collection. We are also unable to provide weekend and same day collections.

### 4) Labeling

When you call to request your collection, we will email you label templates. Each package included in your collection must be clearly labeled with:

- Your account number
- The collection address
- The number of boxes being returned  
For example: Box One – 1 of 3,  
Box Two – 2 of 3, Box Three – 3 of 3

Labels containing this information must be attached to each package returned in your collection as they will help ensure you receive accurate payment for your collection.

