



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

1) Inventory

To help verify goods shipped in a pick up, we require you to complete a packing sheet. A sample packing sheet is included in this welcome kit and should be photocopied for future pick ups. Alternatively, the packing sheet can also be downloaded by visiting www.recyclingappealusa.com. We recommend you complete the packing sheet, keeping a copy for your files. A signed packing sheet should be returned with your pick up – please insert it into one of your packages.

2) Packing

Recycling Appeal USA encourages you to re-use old boxes as you prepare your packages for pick-up. Packages can contain any combination of inkjet cartridges, laser cartridges, cell 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 pick up requirements.

- If at all possible, pack your toners in their original boxes. If you remove the inner packaging, two toners should fit in each box.
- Cell phones, cartridges 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.

IMPORTANT: Neither Redeem LLC or its partners will be held liable for any loss incurred in the event of SIM cards and customer data not being removed from handsets. Always remove SIM cards and restore factory settings.

NOTE - We cannot accept:

- Toner bottles
- Ribbon cartridges
- Epson inkjet cartridges
- Broken cartridges
- Cell Phone cases
- Pagers
- Other electronic equipment

3) Pick Up

Once your package is ready attach the pre-paid DHL label then call 1-877-757-3873 and speak to one of our customer service advisors who will schedule a pick up.

Recycling Appeal USA pays all shipping costs through DHL as long as you follow the process laid out above. Do not call DHL for a pick up as a charge will be incurred and this fee cannot be waived by Recycling Appeal USA.

4) Labeling

Each package that you ship to us must be clearly labelled with your account number and the name of your organization.

