



Packing List

This packing list is strictly for your records. **Do not** send a packing list with your shipments. Fill out this online form and save to your desktop to reduce paper waste.

Toner/Laser, Inkjet Cartridges, Cell Phones, iPods Digital Cameras, GPS Devices & Laptops

Fill your boxes with at least 20 mixed items or items weighing 20 lbs. (maximum 40 lbs.).

Shipping Details

Date shipped: _____

ARS tracking # from shipping label: _____

Total number of boxes shipped: _____

Shipment Content Details

Total # toner/laser cartridges: _____

Total # inkjet cartridges: _____

Total # cell phones: _____

Total # iPods/mp3 players: _____

Total # digital cameras: _____

Total # GPS devices: _____

Total # laptop computers: _____

Laptops must have either their power cord or enough charge to power-up for testing.

Use crumpled up newspaper or other packing material to fill all voids in a box and keep items safe during shipping.

Tape your boxes shut, reinforce box seams on heavy packages and apply a label if using your own boxes (1 label per box, please).

No credit will be awarded for items that are broken/damaged.