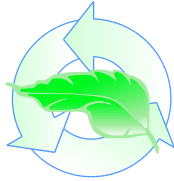




KONICA MINOLTA



Quick Reference Guide *Program Information*

Konica Minolta has partnered with Clover Technologies Group, global leaders in environmental recycling. High quality inkjet and toner cartridges can be remanufactured from empty cores that are in excellent condition and that were originally manufactured by the OEM (Original Equipment Manufacturer). Cartridges that are not remanufactured are recycled in an environmentally friendly fashion.

Program Cost and Registration

- ✓ This is a no-cost service for Konica Minolta customers

Supplies and Shipping

- ✓ Customers can use their own boxes to return empty cartridges. Prepaid shipping labels are available on konicaminolta.ca/cleanplanet. Shipments should contain a minimum of 20 items or 20 lbs of mixed product
- ✓ Customers can order recycling boxes to be shipped to their address
- ✓ Boxes can be shipped to almost any location in Canada
- ✓ All boxes come with a pre-paid shipping label so customers are not responsible for freight charges
- ✓ Konica Minolta will pick up a maximum of 8 pallets of used cartridges at one time
- ✓ Pallet pick up requests need to be submitted on the website or by calling Customer Care at 1-877-803-6407

Cartridges That Can Be Returned

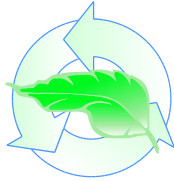
- ✓ Konica Minolta accepts all toner cartridges, imaging units, fusers, developer units and drums from **ANY** manufacturer

For more information, please contact Customer Care at 1-877-803-6407 or collect@cloverenvironmental.com.





KONICA MINOLTA



Quick Reference Guide For Safe Shipping

Cartridges may be in excellent condition when they are returned by a customer, but damage may occur during shipping. Remember to pack cartridges properly. Things to keep in mind when you start:

Packing Instructions

For all consumables:

- ✓ Place larger cartridges on the bottom
- ✓ Layer with cardboard or newspaper
- ✓ Place like cartridges in one layer
- ✓ Fill gaps and empty space with newspaper
- ✓ Place similar cartridges in one layer and place larger cartridges on the bottom
- ✓ Use bubble wrap or newspaper to fill in the gaps
- ✓ Ensure the item is sealed to prevent any consumable leakage
- ✓ Ensure the items are not damaged or have exposed sharp edges

Please note to disregard the message in the bottom-right corner of the shipping label that states toner bottles are not accepted. The Konica Minolta Clean Planet Recycling Program accepts toner tubes and bottles.

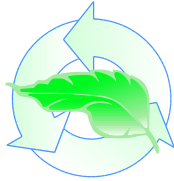
UPS DRIVER INSTRUCTIONS: YOU ARE AUTHORIZED TO ACCEPT THIS PACKAGE WITHOUT A PROOF RECEIPT		A.R.S.	SHIPPING LABEL FOR PRINTER CARTRIDGES, FUSERS & CELL PHONES	Printer Cartridges, Fusers and Cell Phones
SHIP FROM: CLOVER 400 COLUMBUS ST OTTAWA IL 61350	SHIP TO: CARTRIDGE RETURN CENTER UPS HOLD FOR PICKUP 98 UPS WAY HODGKINS IL 60525			Packing & Shipping
	IL 604 9-01 		UPS GROUND TRACKING #: 1Z 9A1 Y27 06 2862 4595	<ol style="list-style-type: none"> 1 Fill a sturdy box with a minimum of 20 items or 20 lbs of mixed product. 2 Tape this UPS label to box. 3 Tape box shut. Reinforce the seams on heavy packages. 4 Give it to a UPS driver or take it to a UPS dropoff location. <p>We accept all brands of empty printer cartridges such as HP, Brother, Canon, Lexmark</p>
				Packing & Shipping Tips
UPS AUTHORIZED RETURN SERVICE REF#: RC-09105 /LINK1 DESC: 1Z 9A1 Y27 06 2862 4595				<ul style="list-style-type: none"> - This label can only be used once. Do not make copies. - If the box is too heavy to lift, it's too heavy to ship. - If you can't read your label, we won't be able to ship one that is legible. - We do not accept toner tubes, bottles, tanks, or rollers.

For more information, please contact Customer Care at 1-877-803-6407 or collect@cloverenvironmental.com.





KONICA MINOLTA



Quick Reference Guide

Pallet Pickup Instructions

Three easy steps:

Step 1

Collect and prepare cartridges for shipment

- 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
(Note: The pallet height should not exceed 7 feet with leveled layers)
- Approximately 75-100 laser toner cartridges will fit on a standard pallet
Customers shipping ink cartridges should keep them contained in a **separate** box from the toner to help prevent damage
- Our recycling partner will schedule the pallet pick-up within 48 hours

Step 2

Please enter your pallet request online:

- The Clean Planet team will complete the shipping request and send the customer a confirmation e-mail containing the following information:
 - ✓ Pick up date and designated carrier authorized for the pallet pick up
 - ✓ Pallet tag that must be attached to each pallet of cartridges included in current shipment
 - ✓ Bill of Lading that will be provided to the carrier picking up the shipment

Step 3

Label your pallet and ship it

- 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
- Communicate to shipping personnel all pertinent shipping information and advise them of the scheduled pick-up
- Make a copy of the Bill of Lading for customer records

For more information, please contact Customer Care at 1-877-803-6407 or collect@cloverenvironmental.com.

