



## Epson America Inc. Hardware Recycling Service

### Packing Instructions

Please follow the instructions below to help ensure that your equipment is sent to [Epson America Inc.](#) (“Epson”) safely. (Note: The instructions provided below apply to FedEx ground shipping only.)

Step 1: Customer needs to supply all packing materials

- Select boxes that are sturdy enough to hold and protect the material that you wish to ship. You are not required to use new boxes, but the boxes you choose must be sturdy and in good condition (no holes, tears, crushed sections, or signs of water damage). If you do not have an appropriate box, a packaging material center in your area should be able to assist you in selecting an appropriate box.
- For each individual box used, the maximum size is approximately 24” x 24” x 24” and the maximum weight is 150 pounds.
- Tape all seams on the bottom of the box shut with generous amounts of durable, wide (approximately 2 –inch or greater) packaging tape. If you are using an old box, ensure that it is clean enough to allow tape to adhere.

Step 2: Pack your electronic products in the box(es)

- Place electronic products in the box(es), surrounding them with generous amounts of cushioning material (such as newspaper, bubble wrap, foam, etc.) on the bottom, top, and sides.
- Do not send disassembled or broken monitors, loose batteries, or separate power cords and cables.
- Remove all batteries from your product. Do not send batteries. Batteries should be disposed of properly per your local municipal procedures.

Step 3: Seal and label your box(es)

- Tape each box closed-cover all seams with generous amounts of durable, wide (approximately 2-inch or greater) packaging tape.
- If your product contains glass, an LCD or a bulb, please write “FRAGILE” on each box with a durable marker.
- Attach the FedEx prepaid shipping label to the outside of the box
- Label your boxes by writing on them or attaching a label that says “Epson Product Recycling Center”. You do not need to write either “To or “From” addresses on the boxes.

Step 4: Take the box to a FedEx-designated drop off facility.

- To locate the nearest FedEx drop site, you may contact FedEx at 1-800-GOFEDEX (1-800-463-3339) or through the Internet at their website: <http://fedex.com/> and selecting Ship/Find Locations.