



M. L. C. Enterprises

Marguerite Christman

~ Recycling Services ~

808 Timber Ridge Road Midwest City, OK 73130
Phone / Fax: 405.737.8289 Email: MChrist721@aol.com



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Dear Valued Customer:

URGENT!!! Take Note: Many changes have taken place since your last recycling shipment. There have been more requirements established to recycle your printer cartridges. Please note the **only** items accepted for recycling are **inkjet printer cartridges** and **other recyclables** (cell phones, pagers, GPS, mobile hot spots, eBook Readers, iPods/MP3 Players, digital cameras, PDAs, iPads/Tablets, and video games). Be sure **NOT** to send any laser/toner printer cartridges. Laser/Toner Printer Cartridges ARE NOT ACCEPTED. Yes, this is a change, but we are trying to get the most value for your recyclables so that is why the change. The Accepted List has a greater amount of accepted inkjet cartridges. Please do your part and abide by the guidelines so you can still reap the benefits of your recycling efforts and others can also. The prepaid shipping labels are **UPS** shipping labels. In addition, due to escalating costs of the pre-paid shipping labels, the Recycling Company has also revised Shipping Guidelines with each shipping box weighing 15 - 20 lbs. It is imperative that these Guidelines be followed as closely as possible in order for free/pre-paid shipping labels to be provided.

Also, at the request of the Recycling Company, there are a few items that we need to continue to remind others about. **These requests are a must!**

- **Please Note: Only Ship those ink jet cartridges listed on the Qualifying List of Inkjet cartridges.** Be sure to ship as many cartridges in a shipping box as possible, at least 25 inkjet cartridges, and other recyclables. More in the box will even be better. Make sure each inkjet cartridge is in a plastic bag for added protection. The shipping carton needs to weigh between 15 - 20 lbs. Always pack as tightly as possible with newspaper to add extra tightness to fill in any empty space. Reinforce shipping carton on bottom, corners, and top with packing tape. Take your packed shipping carton to your nearest **UPS** shipping location. If that is not possible, pack at church/business, tell the secretary you have a carton to ship. When the **UPS** driver makes the next delivery to the church/business he can pick up your carton for recycling. Do not call UPS for a pick up appointment. This will result in a charge to you. Thanks for your support in this endeavor.
- Be advised that laser/toner printer cartridges, toner bottles, toner tubes (used in copiers), fax machine film, and printer ribbons **are not accepted for recycling.**
- **Refer to Qualifying List. Only ship the inkjet printer cartridges listed on the Qualifying List**
- "Remanufactured For", refilled cartridges, "Compatible With" **are not** accepted for recycling. Send only the virgin cartridges. Sometimes this is challenging, since it is not always apparent if a cartridge has been remanufactured or refilled. You can look on the box to see if it notes that it is remanufactured. Also, some companies like Office Depot, Staples, Cartridge World, Walgreen's, etc., remanufacture and/or refill cartridges. So, if that is noted somewhere on the cartridge, it is not accepted for recycling.

Thanks again for all your recycling efforts. In all these efforts, remember in addition to helping your cause, we are also helping our environment by recycling these various recyclable items and keeping them out of our landfills. If you have questions, need clarification, or when you need **UPS** shipping labels just contact us via email or phone. We try to get your shipping labels sent to you within a couple of days.

Thanks for recycling,

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M.L.C. Enterprises – 808 Timber Ridge Road – Midwest City, OK 73130-4326 – Phone & Fax:
(405) 737-8289 – MChrist721@aol.com