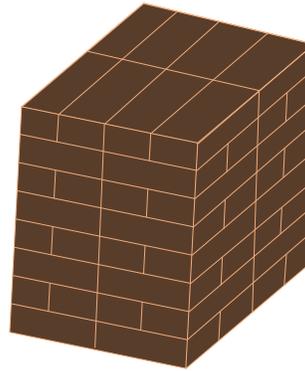


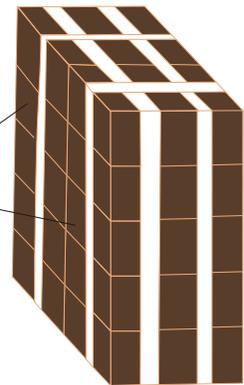
HOW TO PACK CARTRIDGES

Laser in original packaging

- If the cartridges are all in original packaging, stack the boxes on a pallet and shrink wrap the entire pallet.
- If you do not have a pallet, place the original packaging inside a larger carton, making sure that the cartridges are protected.
- Another option if a pallet is not available is to tape the original boxes together in bundles of 10 (2 rows of 5).
- ALWAYS make sure that the cartridges are fully protected by the materials in the original box or by newspaper, bubble wrap, peanuts or other protective materials.



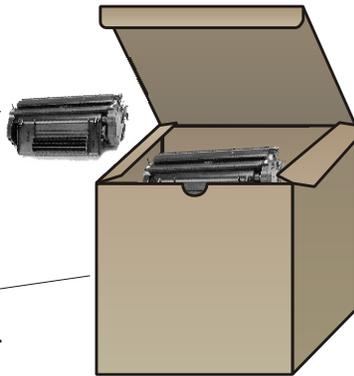
Original boxes with protective packaging grouped together can be placed on a pallet or in another, larger box.



Two rows of cartridges, five boxes high.

Laser not in original packaging

Protect individual cartridges by wrapping them separately in bubble wrap or newspaper.



Make sure the box has protective material such as peanuts or newspaper in it as well.

- If you do not have the original packaging, you can bulk package the cartridges in larger cartons.
- DO NOT force cartridges into the box. If packed too closely to one another, they will be more susceptible to damage. Use more than one box if necessary.
- ALWAYS make sure that the cartridges are fully protected by newspaper, bubble wrap, peanuts or other protective materials.

Inkjet

- Inkjets should be wrapped individually in newspaper or bubble wrap, and then packaged into larger cartons.
- As with the laser cartridges, DO NOT pack them too tightly. Use another box if necessary.
- ALWAYS make sure that the cartridges are fully protected by newspaper, bubble wrap, peanuts or other protective materials.