

## **COPIER OPERATIONS TIP OF THE MONTH: FEBRUARY 2018**

### RETURNING RECYCLED TONER BOTTLES

Partners – here are your guidelines for returning your empty toner bottles:

- NEVER PUT YOUR USED TONER BOTTLES IN THE TRASH.
- When you have 4 boxes of used toner bottles (16 bottles ) please contact me.
- I will send you a printable UPS label. Use this label only one time.
- Keep your empties in their original boxes.
- Tape all 4 boxes together, put your label on the top box. Then put them where your school's normal UPS pick-up spot is.
- DO NOT CALL UPS BECAUSE YOU WILL BE CHARGED.

Please call me if you have any questions.

Pete Patellis  
Customer Service Specialist  
TeamWorks Central  
Montgomery County Public Schools  
301-279-3110