# COLLECTION AND RECYCLING PROCEDURE

## Congratulations on your commitment to the environment and sustainability in the workplace!

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| **Your Starter Kit contains**: | Collection Box with Lid, Information Pack (envelope) and plastic pre-labelled liners |
| **Your Information Pack contains**: | Cable ties, Collection and Recycling Procedures sheet |

To begin:

- Assemble the collection box (refer to diagram overleaf)
- Line the collection box with a bag, place the remaining bags at the bottom of the box together with the cable ties
- Remove all packaging from the cartridges before placing in the collection box
- Put ANY imaging consumable from ANY laser printer, inkjet printer, fax machine or photocopier into the box (regardless of brand)

## COLLECTION BOX IS FULL?  RUN OUT OF BAGS?

The process is simple:

1. Remove the pre-labelled liner from the collection box
2. Tie off with cable tie provided and remove.  We ONLY collect the bag, YOU KEEP THE BOX
3. For the collection of the full bag(s) there are two options:

## Option 1 – Using the Courier Service

- Leave the full and cable tied bag at your nominated collection point
- Ring for a Pick Up by phoning 1800 24 24 73 or book through the website at www.closetheloop.com.au or email us at csteam@closetheloop.com.au.
- Insert a new liner into the box and repeat collection process

## Option 2 – Reply Paid Service

If you have an internal mailroom where Australia Post conducts daily pickups, you can leave your full and cable tied bag there and it will be picked up along with your other mail and returned to us for recycling.
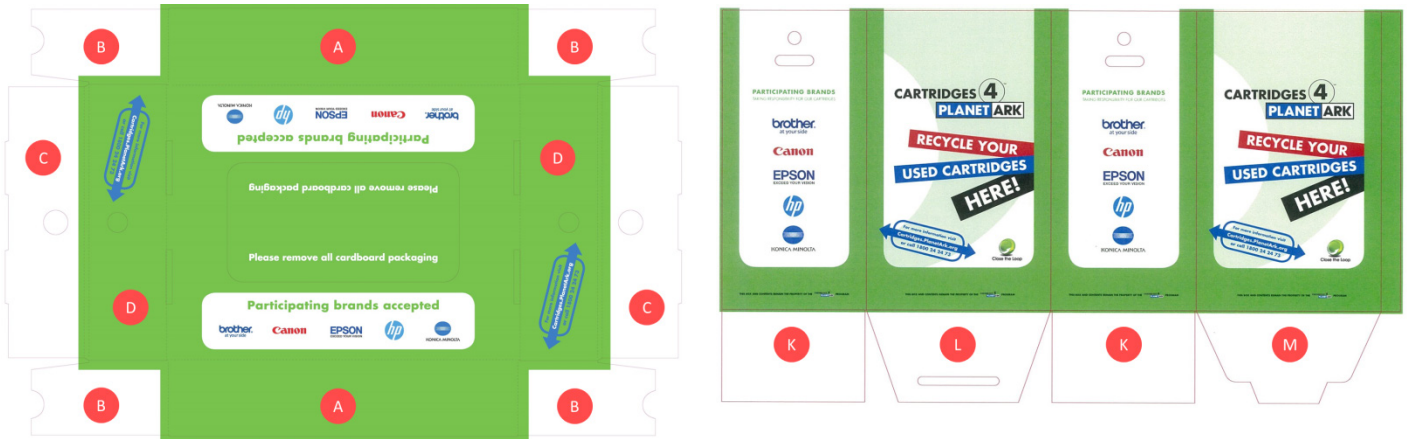
## To order more pre-labelled liners and cable ties:

Ring 1800 24 24 73 or go to www.closetheloop.com.au and request a 'Consumables Pack'.  More pre-labelled liners and cable ties will be sent to you through Australia Post.

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## COLLECTION BOX ASSEMLY



## Lid Assembly:

1. Fold section A downward on both sides of the lid
2. Fold section B inward on both sides of the lid
3. Fold sections D/C upward on both sides of the lid
4. Fold section C inward on both sides of the lid so that section C covers both B sections

## Box Assembly:

1. Push on both sides of the flat unassembled box to create a cube
2. Turn the box upside down to assemble the base of the box
3. Fold section K downward on both sides of the box
4. Folder section L downward
5. Fold section M downward and push down so that the protruding part of section L fits inside the slot of section M
6. Turn the assembled box upward and place the spare pre-labelled liners, cable ties and instructions into the bottom of the box
7. Line the box with one of the pre-labelled black liners
8. Put the lid on the box