

Return Cartridges for Recycling

All prepaid return labels must be filled out with your department on the label and secured to the box. SEE BELOW

**All Canada Post returns can be dropped off at Distribution Services.
All Purolator returns can be dropped off at 2601 Union Street shipping and receiving.**

COMPUGEN

Please follow the link below and follow the instructions for returning your spent/empty toners. There are options for "Single item Returns" and "Eco Box Returns" which would be used if you have 5 or more items to return at once.

<http://www.xerox.ca/about-xerox/recycling/enca.html>

HEWLETT PACKARD

** For recycle cartridges to Hewlett Packard (*Cartridges purchased from Hewlett Packard only*) attach **Canada Post prepaid label** to the box. **DO NOT** attach the "UPS Ground" label (*They will not ship anything to the United States.*)

MONARCH

** For recycle cartridges that you purchased from Monarch, please contact Monarch Office 966-2400 and notify them that you have cartridges to be recycled. Monarch will pick them up in the department.

Thank you for your cooperation in this matter.