

today's tech trash =  
tomorrow's resources



Types of materials generated through our Tech Recycling process.

Each year, Americans throw away millions of tons of old or broken electronics, creating potentially harmful waste known as tech trash.

This doesn't have to happen.

By using Office Depot's Tech Recycling Service, you can help turn tech trash into useful raw materials.

please recycle  
your tech

## frequently asked questions

### Q. Why does Office Depot charge for the Tech Recycling Service?

A. Office Depot charges a nominal fee of \$5, \$10 or \$15 for this service to cover the costs of the box, shipment and recycling. For other recycling options, please call your local waste management authority to find electronics-recycling options in your area.

### Q. Isn't it a waste to use a new box to recycle old technology?

A. We must use well-designed and sturdy boxes to ensure safe shipping. We also want to make it convenient for you to recycle many items in one box. Finally, we use 100% post-consumer recycled cardboard and recycle all boxes again after they have been used.

### Q. How will my items be recycled?

A. All items will be crushed and raw materials extracted using a shredding process. All recycling will occur in the U.S.A.

### Q. Is there any risk of identity theft if I recycle products with confidential data?

A. Office Depot does not take any liability for your personal or confidential data and recommends you clean all data before recycling. However the crushing that occurs in our shredding process would make it almost impossible to recover any data.

### Q. What materials come out of the process?

A. This depends on what items are put in, but the most common materials recovered are glass, plastic, copper and aluminum.

### Q. What other recycling services does Office Depot offer?

A. We also provide free recycling for cell phones, rechargeable batteries and ink & toner cartridges. For more information, please see an Associate.

**CLICK**  
www.officedepot.com

**CALL**  
800.GO.DEPOT (800.463.3768)  
fax: 800.685.5010

**COME BY!**  
visit a store near you!



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## tech recycling service

*Want to make the world cleaner  
and greener? Do what I did.*

# Recycle your old technology.



# Office DEPOT®

# TECH RECYCLING: YOU CAN DO IT IN 3 SIMPLE STEPS

## STEP 1

### Ask a Store Associate for a Tech Recycling Box.

The Tech Recycling Service costs just \$5, \$10 or \$15 per box, including shipping, handling and recycling. All boxes are made using 100% Post-consumer recycled cardboard.

#### 3 SIZES AVAILABLE

Small (\$5): 8"H x 15"D x 18"W (Max Weight 20lbs.)

Medium (\$10): 20"H x 16"D x 16"W (Max Weight 40lbs.)

Large (\$15): 24"H x 18"D x 18"W (Max Weight 60lbs.)



#### IMPORTANT NOTICE REGARDING YOUR RESPONSIBILITIES:

Office Depot® will recycle the electronic products you include in this box using a mechanical process that crushes all items into raw materials e.g. glass, plastic aluminum and copper. All data will be lost during the recycling process. Office Depot does not have any responsibility for, and specifically disclaims against, any damage or any claims whatsoever which may arise from any lost data, confidential data, removable media or software on the items you bring in for recycling.

## STEP 2

### Fill the Tech Recycling Box with as many acceptable items as will fit.

Be sure the box can close with all items inside.  
**Please do not seal.**

#### ACCEPTABLE

- ✓ Monitors (CRTs)
- ✓ Monitors (LCD)
- ✓ Fax Machines
- ✓ Desktop PCs
- ✓ Laptop PCs
- ✓ Printers/All-In-Ones
- ✓ Scanners
- ✓ Peripherals: e.g. Keyboards, mice, drives
- ✓ Telephones
- ✓ Digital Cameras
- ✓ Video Cameras
- ✓ VCRs
- ✓ DVD Players
- ✓ MP3 Players
- ✓ Small Televisions
- ✓ Cords & Cables

#### NOT ACCEPTABLE

- ✗ Cracked monitors
- ✗ Electronics covered in liquids / leaking
- ✗ Refrigerators or other items containing Freon
- ✗ Appliances such as toasters or kettles
- ✗ Items containing radioactive materials
- ✗ Items that have, or may have been contaminated with chemicals
- ✗ Liquids

### Recycle cell phones, PDAs, rechargeable batteries and ink and toner cartridges for FREE!

Please see Store Associate.



#### BEFORE YOU BRING YOUR ITEMS TO OFFICE DEPOT® FOR RECYCLING, YOU ARE RESPONSIBLE FOR:

- Ensuring all items you include in the box are acceptable (see list above)
- Backing up any data you may require in the future
- Deleting confidential data that may be on the items.
- Removing any removable media, such as diskettes, CDs, or PC Cards
- Removing any ink and toner cartridges
- Ensuring all items completely fit inside the box, allowing the box to be closed
- Not sealing the box immediately so when you bring it back to an Office Depot® store for shipping, a Store Associate can inspect the items

## STEP 3

### Bring your unsealed Tech Recycling Box to any Office Depot® store.

A Store Associate will inspect your box to make ensure all items are acceptable and that the box can be closed.

If everything meets these guidelines, you will be asked to complete a form and the box will be accepted and shipped for recycling.



#### PLEASE KEEP IN MIND:

If the box can't be closed or any items found unacceptable, you will be asked to remove the excess or inappropriate items before it is accepted for shipment. Boxes cannot be shipped directly from a customer location. They must be brought to an Office Depot® store.