



Empty Cartridge Purchasing/Packaging Guidelines:

Prior to shipping your empties to PTi, every order must have a PTi issued purchase order number. To obtain a purchase order number, please visit our website at www.ptiimaging.com..... and follow this check list:

1. Download an "Empty Cartridge Buy-Back" form.
2. Complete it by itemizing the empty cores you wish to sell.
3. Fax it to the attention of Ray Schram at (818) 576-0553.

Empty cartridge purchase orders take approximately 72 hours to process. Once a purchase order is issued, a copy will be faxed or emailed to the company name on the form and then freight arrangements will be made. PTi will pay freight for all empty **inkjet** cartridge orders that have a minimum value of \$ 350.00 PTi will not pay freight charges for empty **laser** cartridge purchases. However, each order will be evaluated prior to issuing a purchase order. PTi will not be responsible for lift gate charges or additional fees associated with residential pickups.

Please note that empty Inkjet cartridges and empty laser cartridges should not be packaged in the same box.

All empty cartridges shipped to PTi must be packaged properly to avoid damage during shipping. When packaging inkjet cartridges, if you do not have the original box then a baggie will work. For large quantities, place each inkjet neatly in a box with the empties all facing the same way. Make sure to separate each layer of cartridges in the box with either cardboard, newspaper or bubble wrap. When packaging laser cartridges, if you do not have the original box, bubble wrap each cartridge or wrap them in paper so they are secure in the box. Each sealed box must contain an itemized packing list including the PTi issued purchase order number, part number, description and quantity.

All pallet shipments must be shrink-wrapped. Each pallet must have the purchase order number and a packing list attached or included in the box. The packing list must have your company name, PTi issued purchase order number, and the contents of the pallet or box listed by part number, description and quantity.

Empty cartridges that are not packaged properly as determined by PTi incoming inspection will not be processed any further. Return shipping will be the sole responsibility of the seller. If the shipment is not retrieved within 7 days of notification, then PTi will dispose of it if shipping has not been arranged.

PTi will not take responsibility for empty cartridge shipments that are damaged during the shipping process. If necessary, it will be up to the empty cartridge seller to file any/all claims with the freight carrier.

All empty cartridges purchased by PTi must be in a good working condition and free from defects. Any empty cartridge determined to be defective or unusable will not be accepted or paid for. It is the responsibility of the empty cartridge seller to make arrangements to have these cartridges returned. PTi will keep these empties for a period of 7 days from notification before they are disposed of.

Thank you for your cooperation and we want you to know that we value your business and appreciate your continued support.

Your single source for all your imaging supply needs

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