

RECYCLING IS NOW MORE REWARDING



When you recycle your HP LaserJet and ink cartridges, you'll earn Business Rewards points and reduce waste at the same time. Make sure to submit your recycling claim to earn your points!

How to recycle your products

1. Place empty HP cartridge in a return box or envelope.¹
2. Attach prepaid freight label to boxes as needed.
3. Log on to hpbusinessrewards.com/recycle.
4. Select the type and number of cartridges you are returning.
5. Provide a tracking number for each box (not envelopes).
6. Ship package.



How the points add up

You'll earn more points and use fewer shipping materials by recycling in bulk.

	HP ink cartridges	HP LaserJet cartridges
Individual return	2 points per cartridge	5 points per cartridge
Bulk and pallet return	5 points per cartridge	10 points per cartridge

What makes up a bulk return

- HP ink cartridges: 10 or more cartridges returned at once
- HP LaserJet or Samsung cartridges: 2 or more cartridges taped together, placed in a collection box or returned via pallet

Recycle by the pallet

1. **Collect empty Original HP LaserJet, Samsung toner, and HP ink cartridges.** You must have at least 75 LaserJet or Samsung toner cartridges or 2,000 ink cartridges to recycle by the pallet. Only HP or Samsung cartridges will be accepted. Please do not send non-HP or non-Samsung cartridges, warranty returns, or refilled/remanufactured cartridges.
2. **Prepare your shipment.** Separate HP LaserJet from HP ink cartridges.
 - For HP ink cartridges: Remove all packaging, place in plastic-lined Gaylord or other bulk-collection box provided by you or a free box provided by HP¹, shrink-wrap, and palletize. Generally, 36 to 48 boxes will fit on a pallet.
 - For HP LaserJet and Samsung cartridges: Remove all packaging, place in plastic-lined Gaylord or other bulk-collection box provided by you or a free box provided by HP¹, shrink-wrap, and palletize. Generally, 8 boxes will fit on a pallet.
3. **Request a pickup at www.hp.com/hprecycle.**
4. **Receive an email confirmation of pickup request.** Within a few days you'll receive an email that includes a bill of lading to print, sign, and provide to the courier at the time of pickup.
5. **HP Business Rewards will automatically award recycling points to your account** within eight weeks from pickup. You do not need to submit pallet-return information on the Business Rewards website.

How we credit your account

To earn HP Business Rewards recycling points, a recycling claim must be submitted at hpbusinessrewards.com/recycle. You'll receive 100 bonus points for submitting your first recycling claim.

Recycling claims are monitored by an automated system. Business Rewards will verify returns, and points will be awarded within 5-14 working days.

If returning by pallet, you do not need to submit pallet-return information online. Points will be automatically applied to your account within eight weeks from pick up.

The number of cartridges submitted for Business Rewards points through the recycling program cannot exceed cartridge purchases submitted through Business Rewards.

Benefit from adding recycling-only memberships

You'll earn points faster when you add co-workers to your account as recycling-only members who can submit their HP cartridges and report to Business Rewards for you. To add a recycling-only member to your account, visit the Manage User section of the Business Rewards website.

How to track your recycling points

Go to the Account section of hpbusinessrewards.com to find your recycling data and export it as a CSV file. For more information, email us at support@hpbusinessrewards.com.

Resources

HP Planet Partners

www.hp.com/hprecycle

HPCustomerService@ctlus.com

Phone: 1-800-340-2445

HP Business Rewards Support Center

support@hpbusinessrewards.com

8 a.m. to 6 p.m. (ET)

Phone: 1-888-264-6599

Select Samsung toners are also eligible as a qualifying supply for participation in the recycling program.

If you are a public sector employee, it is critical that you verify the ethics code, laws and/or regulations that govern your ability to accept things of value from companies with which you conduct business. Please obtain the necessary approval from your organization before accepting any item of value from HP.

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