

# Technotrash Can Return Instruction Sheet

Readying your Technotrash Can for shipment.

## Items Needed:

- ✓ Packing tape.
- ✓ Technotrash Token Number (see item #4 below)
- ✓ GreenDisk supplied shipping label.

## 1. Opening the Top of the Technotrash Can

- ✓ Undo all 4 flaps on the top so the Technotrash Can is totally open.
- ✓ To minimize material movement during shipping, add packing materials such as crumpled newspaper.

## 2. Closing the Top.

- ✓ Fold the two smaller side flaps with the GreenDisk name on them (T1 & T3) into the opening.
- ✓ The two larger flaps (T2 & T4) remain folded out.
- ✓ Fold the front flap (the one with the largest slot and the GreenDisk name on it - T4) down flat covering the two side flaps.
- ✓ Take the remaining flap with the small slit (T2) and fold it over the other flaps.
- ✓ Tuck the two tabs on either side of the flap T2 into the slits on either side of the box.

## 3. Sealing the box.

- ✓ The end of what is now the top flap T2 extends beyond the end of the box.
- ✓ Fold this end piece over the front of the box. (This flap is already scored for this purpose.)
- ✓ Tape the top flap down securely to the main body of the box.
- ✓ You may wish to further secure your Technotrash Can by taping over all edges of both the top and the bottom.

## 4. Ready for shipping.

- ✓ You will need the token number.
  - This number is found on the email receipt when you placed your order.
  - For the pilot phase of the program, the number on the label on your Technotrash Can is not the token number.
  - If you can't find your token number, contact GreenDisk at [customerservice@greendisk.com](mailto:customerservice@greendisk.com), preferably with your order # if you have it.
- ✓ Go online to [www.greendisk.com/gdsite/pickup.aspx](http://www.greendisk.com/gdsite/pickup.aspx).
- ✓ Follow the instructions on the site. An email will be sent to you with a shipping label pdf attached.
- ✓ Print the shipping label and tape it to the front of the Technotrash Can in the square box that says "Visit us at:"

## 5. Pickup.

- ✓ The Technotrash Can will be picked up by your USPS letter carrier.
- ✓ Place the box where your letter carrier typically delivers your mail.
- ✓ If the delivery is not on your facility, we recommend putting a note in your mailbox letting the carrier know about the pick up.