



Ink and Toner Recycling Rewards Program Overview

Rewards Program Overview

- Receive credit for qualifying ink and toner cartridges and qualifying small electronics that are not visibly damaged
 - A list of qualifying Products and their associated rewards value can be found on the **Buyback Price Lists** located on the “Program Information” page at www.MaxCartridgeRewards.com.
 - Buyback Price Lists are updated monthly
 - At registration, choose to receive payment for recycled items, or have the value donated to a pre-selected charity.
- See the total rewards earned by viewing Activity section on the site.
- At the end of each month, Clover totals the value of the items you have returned and posts a credit to your account. Once the account’s value exceeds \$50, Clover (CES) sends the customer a check.
 - Checks will be mailed by the 15th of the month after the account reaches \$50
 - Accounts that don’t reach the \$50 minimum will be paid their accumulated value at the end of each calendar quarter



Registration

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The OfficeMax® Ink & Toner Recycling Program

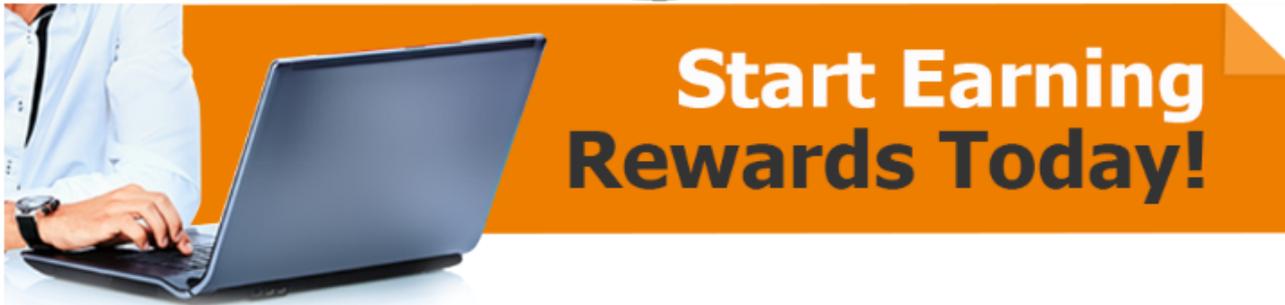
Home

About

Register

Login

Contact Us



To create your account, please complete the form below and click Submit. Within 30 minutes, we will notify you by email that your account has been activated.

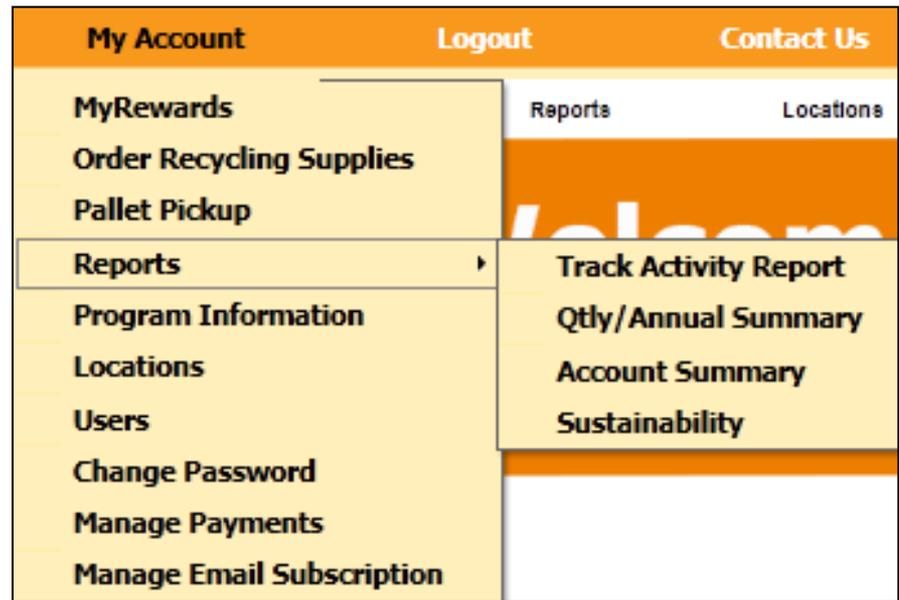
* Required Fields

* Account Number	<input type="text"/>
* Company	<input type="text"/>
* First Name	<input type="text"/>
* Last Name	<input type="text"/>
* Address	<input type="text"/>
Address 2	<input type="text"/>
* City	<input type="text"/>
* Country	United States <input type="text"/>
* State/Prov	<input type="text"/>
* Zip/Postal	#####-#### or ### ###
* Phone Number	###-###-####
* Email Address	<input type="text"/>

Join today by entering your account information on the Register tab at:
www.MaxCartridgeRewards.com

Website Features

- Order Recycling Supplies
 - Collection boxes or pre-paid shipping labels
- Pallet Pickup
- Reports / Track Activity
- Program Information
- Manage Locations
- Manage Users
- Change Password
- Contact Us



Order Recycling Supplies

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Request Recycling Supplies

Please select a location

Ink Cartridge Shipping Label
Description: Use a box less than 130 inches when calculated as Length + 2x Width + 2x Height. Pack the items carefully. Use bubble wrap or old newspaper to separate the cartridges from one another.
Qty: 1 Add to Cart

Toner Cartridge/Fuser Shipping Label
Description: Use a box less than 130 inches when calculated as Length + 2x Width + 2x Height. Pack the items carefully. Use bubble wrap or old newspaper to separate the cartridges from one another.
Qty: 1 Add to Cart

Laser Toner/Fuser Container
Description: Pre-paid label included
Box Size: 20"x20"x22"
Capacity: Holds 8-10 cartridges
Qty: 1 Add to Cart

Desktop Inkjet Container
Description: Pre-paid label included
Box Size: 9"x15"x9.5"
Capacity: Holds approximately 35 inkjet cartridges
Qty: 1 Add to Cart

Members can:

- Print pre-paid shipping labels if you are using your own box to return items **OR**
- Order boxes with pre-paid shipping labels already on them to fill with empty cartridges and return for rewards
 - Print Pre-Paid Shipping Labels
 - Ink Cartridge Shipping Label
 - Toner Cartridge Shipping Label
 - Boxes with Pre-Paid Shipping Label
 - Laser Toner/Fuser Container
 - Desktop Inkjet Container
 - Desktop Small Electronics Container

Pallet Pick-up

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Request Pallet Pickup

Maximize your returns by accumulating at least one pallet of OEM cartridges (100 laser toner and/or 6-8 large ink boxes) before scheduling a pickup. You will receive an email confirming the pickup with the bill of lading and pallet label prior to the carrier arriving. In most cases, our carrier will pick up the pallets within 3 business days. If the carrier does not make the pick up on the scheduled date, please contact us immediately at palletpickup@MaxCartridgeRewards.com or 1-855-549-6715.

Ship To Locations	
Contact Name	<input type="text"/>
Email	<input type="text"/>
Contact Phone	<input type="text"/>
Ship To Code	<input type="text"/>
Customer No.	<input type="text"/>
Address	<input type="text"/>
City	<input type="text"/>
State / Province	<input type="text"/>
Country	<input type="text"/>
Zip / Postal Code	<input type="text"/>

Ship To Locations	
Number of Pallets	<input type="text" value="1"/>
Pickup Date	<input type="text"/>
Hours	From: <input type="text"/> To: <input type="text"/>
Timezone	<input type="text"/>
Instructions	<input type="text"/>
Does your Location have a dock?	<input type="checkbox"/>
Label / Door	<input type="text"/>
<input type="button" value="Send"/>	

Schedule a pallet pick-up if your location has accumulated 100+ empty toner cartridges.

- Will receive an email confirming the pick-up with the bill of lading and pallet label prior to the shipping carrier arriving.
- In most cases, the shipping carrier will pick up the pallet(s) within 3 business days.

Track Activity / Reporting

- Track the activity on your account and you can choose a specific timeframe for the report.
 - Data is current up to 2 business days and is available for 18 months.
- Allow 6-8 weeks for processing of items returned.
- For each Account/Ship-to Location, the report will show:
 - Name of Item Returned
 - Ship-to Code
 - Ship-to # for this site
 - Date Item was Returned
 - UPS Tracking #
 - OEM/Reman
 - Condition of Item (Good or Damaged)
 - Quantity Returned
 - Unit Price (price per unit returned)
 - Total Reward (price for total quantity returned)

Select the reporting timeframe for your report and click search.
(Data is current up to two days ago and is available for the past 18 months.)

Once your report has run and you see the data, you can filter it by typing or selecting a value in one or more of the filter fields located under the column names.
Click the "+" sign next to any data to see more detail.
To view your data in Excel, click the Export button.

From: 3/1/2012 To: 12/31/2012 Search Export

Page 1 of 4 (178 items)

#	Ship to Code	Date	Tracking #	OEM/Reman	Condition	Qty	Unit Price	Total Reward
Clover Admin (Qty: 3406, Total \$633.45)								
Test Link Location (Qty: 513, Total \$151.05) (Continued on the next page)								
(Qty: 100, Total \$69.50) (Continued on the next page)								
		7/12/2012	1ZA44E520655019409	OEM	Good	1	\$15.00	\$15.00
		7/19/2012	1ZA44E520655019356	OEM	Good	1	\$15.00	\$15.00
		7/12/2012	1ZA44E520655019409	OEM	Good	1	\$12.50	\$12.50
		7/12/2012	1ZA44E520655019409	OEM	Good	1	\$10.00	\$10.00
		7/19/2012	1ZA44E520655019374	OEM	Good	1	\$7.50	\$7.50
		7/12/2012	1ZA44E520655019409	OEM	Good	1	\$7.50	\$7.50

Track Activity – Summary Reports

Members will also have access to:

- **Quarterly/Annual Summary Report**
 - Summary of items returned at the ship-to location level
 - ship-to code, company/location name, item description, OEM/Reman, cartridge condition (good/damaged), # of cartridges returned, & total reward value

Account Summary Report

- Summary of environmental details on items returned at the ship-to location level
 - Ship-to code, company/location name, # of cartridges returned, total reward value, total weight of cartridges returned, cartridge plastic, nylon, aluminum, steel, copper, cardboard, & plastic packaging

The screenshot shows the OfficeMax Workplace interface for the Ink & Toner Recycling Program. A navigation menu is open, highlighting the 'Reports' section, which includes options for 'Track Activity Report', 'Qtly/Annual Summary', 'Account Summary', and 'Sustainability'. Below the menu, there are search filters for 'Year' and 'Reporting Period', along with 'Search' and 'Export' buttons. At the bottom, a table header for 'Clover Admin Cartridge Recycling Report - Account Summary' is visible, listing columns for 'Ship to Code', 'Company Name', '# of units', 'Total Reward Value', 'Total Weight', and various material types: 'Cartridge Plastic', 'Nylon', 'Aluminum', 'Steel', 'Copper', 'Cardboard', and 'Plastic Packaging'.

Locations

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Add New Locations

Do you have satellite offices or other locations that have empty cartridges to recycle? MaxCartridgeRewards gives you two options for adding these locations to your account.

You add them - You will order recycling supplies and/or request pallet pickups for these locations.

They add themselves - These locations have a limited logon to your account and can order their own recycling supplies and request pallet pickups. They will not be able to view buyback pricing, run activity reports, or add additional users or locations. When you click here, you will be asked to enter email address(s) for people responsible for recycling at your other locations. Within seconds, they will be linked to your account and be able to manage their own recycling. All of their activity will be tied to your account.

Click Edit to change information about a "Ship To".

Drag a column header here to group by that column

Type to start filter	Company	Address 1	City	State	Ship To Code	Contact Name	Status
Clear							Active
Edit	Clover Admin	4200 Columbus	Ottawa	Illinois	12345678	Mark Palmer	Active
Edit	Test Link Location	555	Anytown	Illinois	LINK1	Mark Palmer	Active

Add Additional Locations

- Main account-holder can manage all recycling activity
- OR
- Each location can manage their own recycling activity linked to the main account
 - No access to buyback pricing or activity reports

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Questions? We have Answers

Our staff is available Monday - Friday 8:00 a.m. - 5:00 p.m. (CST) to answer any question you have, or to assist you with your recycling program.

Have you checked our [Frequently Asked Questions?](#)

Phone: 1-855-549-6715

* Required Fields

* Name
Demo User

* Email
demo@MaxCartridgeRewards.c

* Company Name
OfficeMax

* Phone Number
555-555-5555

Members can submit questions or comments using the form on the site.

- All emails are sent to collect@maxcartridgerewards.com
- This mailbox is for **customers only!**

Returning Collection Boxes

Members have three options on how they can return items for credit:

1

Use their own box & print a free pre-paid shipping label

- Simply download a pre-paid shipping label from the website.
- Shipments should contain a minimum of 10 ink cartridges and/or 6 toner cartridges per label.

2

Order collection boxes from the MaxCartridgeRewards site

- Each box comes with a pre-paid shipping label attached.
- Boxes can be shipped to any location in the 48 contiguous states (unable to ship to HI, AK, VI or PR).

3

Submit a pallet pick-up request on the website

- Members with 100+ toner cartridges to return at one time can schedule a pallet pick-up.
- Clover will provide all necessary documentation for the shipment.

Process to Ship Items for Rewards Credit

- Send your recycling boxes filled with empty cartridges and small electronics back to us at any time. **We pay for shipping!**

Two options to ship via UPS

1. Leave the box with the pre-paid shipping label wherever the office's regular UPS pick-up area is located or hand it directly to the UPS driver. **OR**
 2. Find a generic UPS drop-off location in the local area and bring the box with the pre-paid shipping label to that off-site location.
- The customer should not call UPS to schedule a pick-up as there is a chance the customer will incur a nominal pick-up charge from UPS.



Important Points to Remember

1.

Empty ink cartridges must be returned in a separate box from toner cartridges.

Protect each empty ink or toner cartridge during shipping by using the original packaging, newspaper or protective wrap.

2.

If customer returns items via pre-paid shipping label:

- 6-8 ink cartridges / box
- 4 toner cartridges / box
- 6-8 electronics / box

If customer returns items via boxes ordered on site:

- 35-50 ink cartridges / box
- 8-10 toner cartridges / box
- 25 electronics / box

3.

The customer should not call UPS to schedule a pick-up as there is a chance the customer will incur a nominal pick-up charge.

They should leave the package in their office's normal UPS pick-up area or find a generic UPS drop-off location in their local area.

4.

Customers can not participate in the MaxPerks ink and toner collections program available at the retail stores.