

# Technotrash Can Return Instruction Sheet

Readying your Technotrash Can for shipment.

## Items Needed:

- ✓ Packing tape.
- ✓ Technotrash Token Number (see item #3 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 into the opening.
- ✓ The two larger flaps remain folded out.
- ✓ Fold the back flap (the one with the tab slot on it) down flat covering the two side flaps and folding the perforated piece of the back flap into the box.
- ✓ Take the remaining flap with the GreenDisk name and fold it over the other flaps.
- ✓ Bend the scored end (with the tab) over the edge of the box and tape it shut.
- ✓ You should now have a rectangular box to return.
- ✓ You may wish to further secure your Technotrash Can by taping over all edges of both the top and the bottom.

## 3. Ready for shipping.

- ✓ You will need the token number.
  - This number is found on a label on the back of the box and on your email receipt when you placed your order.
  - 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 Webpage.
- ✓ An email will be sent to you with a shipping label pdf attached.
- ✓ Print the shipping label and tape it to the back of the Technotrash Can in the square box that says "Put Label Here".

## 4. Pickup.

- ✓ The Technotrash Can will be picked up by your USPS letter carrier. The pickup is NOT scheduled. It is part of their normal route.
- ✓ 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.
- ✓ If using the USPS is problematic (i.e. you are on a walking route in Manhattan or in a rural area where mail delivery is sporadic), contact GreenDisk Customer Service for a FedEx alternative. There is no additional charge for using FedEx.

For any questions, contact GreenDisk Customer Service at 800-305-3475.