

Contracted Unused Supply Item Return



Pallet Return of Contracted Unused Supplies

INSTRUCTIONS FOR BULK RETURN TO XEROX

At Xerox, we understand we have a responsibility to meet our customers' needs without compromising the future of the planet. You can help when you return your unused Xerox® toner cartridges and other replaceable consumable items through the Xerox® Pallet Return Process. Here's how:

1. Collect items on a pallet until the pallet weighs a minimum of 200lbs/90kgs (typically, more than 50 items).
2. Complete the Bill of Lading form below and print out.
3. Email the Bill of Lading form to Elizabeth.morgado@xerox.com

 Inquiries can be forwarded to elizabeth.morgado@xerox.com

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Bill of Lading

DATE:	
SHIPPER (ORIGIN) / PICKUP INFORMATION:	
From (shipper/contact name):	
Phone number:	
Street:	
City, Province, Postal Code:	
Shipping Dock Closing Time:	
SHIPPING INFORMATION:	
Number of pallets:	Total weight:
Special Requirements:	Description: Unused Contracted Supply Items

Unused Supply Item Bulk Return

Customer Instructions:

1. Complete the Shipper/Pickup Information.
2. Email this form to Elizabeth.morgado@xerox.com

OFFICE USE ONLY

CARRIER NUMBER/NAME	
	Reference Number:
To (Consignee): Xerox Reverse Logistics Center –C/O SCI	Additional Information:
Address: 835 Intermodal Dr., Unit 2 Brampton, ON L6T0B9	
Attn: Receiving –Unused Contracted Supplies Returns	