



Placard Instructions for Toshiba Return Program

Thank you for recycling your old printer/copier with Toshiba. Please fill out the included placard, print it, and tape it to each piece of equipment you are returning.

1. The placard you have selected is to help ensure that your equipment is returned to the nearest Sims Recycling Solutions facility.
2. The top portion has been pre-filled out to help ensure accuracy. Please do not modify or change any of this data.
3. In the section below the Service Options/Service Definitions please fill out all the pertinent customer information
 - a. From
 - i. Fill in your address and name.
 - ii. Your phone number and email are optional and will only be used to contact you in case of any errors in shipping.
 - iii. Customer reference is pre-filled out with N/A
 - iv. # of packages = the number of boxes or individual unboxed items being returned. If you have 3 items in 1 box you would put "1" in this section.
 - v. Description = the easiest description used to identify your product, i.e. printer, copier, etc.
 - vi. Gross weight: please estimate the weight of your items. If you do not have any idea, then leave it blank.
 - vii. Shipping date = the date you are shipping your item(s).
 - viii. CEW will always be checked NO.
4. If you have any questions regarding this form or any other aspect in the return of your item, please contact our customer service group at (need 800# with instructions to West Region).