

Contracted Unused Supply Item Return



Pallet Return of Contracted Unused Supplies

INSTRUCTIONS FOR BULK RETURNS 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. Place this Bill of Lading on top of the pallet return. Complete the bulk return signs (pages 2 - 3) and print out. Place on two adjacent sides of the pallet return.
3. Schedule a pickup by sending an email notification to USA.WH.Reverse.Logistics.Consumables.xerox.com@xerox.com and attach the Supply Item Return Form to the email notification.

 Inquiries can be forwarded to USA.WH.Reverse.Logistics.Consumables.xerox.com@xerox.com.

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Bill of Lading, Middletown, Ohio

DATE:	<p>Unused Supply Item Bulk Return</p> <p>Customer Instructions:</p> <ol style="list-style-type: none"> 1. Complete the Shipper/Pickup Information. 2. Complete the Shipping Information. 3. Ryder will be contacting you to schedule a pickup. Please be prepared to provide any special pickup information not included on this form and specify if a loading dock is available for pickup.
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:
	Description: Unused Contracted Supply Items

CARRIER NUMBER/NAME		NMFC CLASSIFICATIONS	FREIGHT CLASS
		101801	175
To (Consignee):	Xerox Reverse Logistics Center	Bill to name:	Xerox Corporation (BC/Account ET929/7121) c/o Ryder Transportation MGMT Services
Address:	6507 Hamilton-Lebanon Rd. Middletown, OH 45044 USA	Address:	39550 Thirteen Mile Rd. Novi, MI 48377 USA
Attn:	Receiving – Unused Contracted Supplies Returns		

* If routed FedEx LTL, must be FedEx Economy/FXNL.

SHIP TO:

**Xerox Corporation
6507 Hamilton-Lebanon Rd.
Middleton, OH 45044**

**Attn: Unused Contracted
Supplies Returns**

Contract #: _____

Charge to Budget Center: _____

Customer #: _____

of Pallets: _____

SHIP TO:

**Xerox Corporation
6507 Hamilton-Lebanon Rd.
Middleton, OH 45044**

**Attn: Unused Contracted
Supplies Returns**

Contract #: _____

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Customer #: _____

of Pallets: _____