



# Shipping Label and Guidelines

Environmental and Fundraising Solutions

## PLEASE NOTE

Free Courier Pick Ups are **ONLY** available for 16 phones or more. If you have less than the required quantity, please wait until you have collected 16 phones before booking a pick up.

Under the New Shipping Regulations, introduced January 2009, Li-Ion mobile phone batteries are considered as dangerous goods. They however can be transported provided certain guidelines are met. **Please refer to Page 2 for further information.**

## ARP Shipping Label

**ARP**  
AUSSIE RECYCLING PROGRAM  
339 North Road  
Caulfield South  
Melbourne VIC 3162  
Australia

SL000010

Environmental and Fundraising Solutions

## ARP Return Address Label

From: \_\_\_\_\_ Date: \_\_\_\_\_

Shipper's name: \_\_\_\_\_

Company/Organisation: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

Country: \_\_\_\_\_

Total number of boxes \_\_\_\_\_

Total weight & dimensions of box \_\_\_\_\_  
(FOR JIFFY BAGS NOT REQUIRED)

Carton number: \_\_\_\_\_ of: \_\_\_\_\_

## Shipping Guidelines

### Getting your shipment ready

- 1) Please attach:
  - a) ARP Shipping label and
  - b) Dangerous Goods label securely to each package by gluing or taping all four sides.

If shipping more than 1 package, please make copies of the ARP Shipping Label and Guidelines Doc
- 2) Cross out any other non ARP related addresses that might appear on the package.
- 3) Complete the Return Address label & securely fix it to the package.
- 4) Seal all openings with shipping tape.
- 5) Number the packages showing total number in the shipment *eg. 1 of 3, 2 of 3, 3 of 3.*

### Arranging a Free Pick Up

- 1) To arrange a Free Courier Pick Up you have 3 options:
  - a) **ONLINE**  
Complete the Courier Request Pick Up Form Online by logging onto our website on [www.arp.net.au](http://www.arp.net.au).
  - b) **FAX**  
Complete the Courier Request Pick Up Form and fax to (03) 9578 7409 between 9am – 5pm.
  - c) **PHONE**  
Call ARP (03) 9576 9340 and request a courier booking.
- 2) All packages being shipped have to have a consignment note. These can be obtained from the driver during pick up.
- 3) Please complete the consignment note, clearly identifying the number of packages being shipped. Attach the consignment note to package No. 1. Up to 8 packages can be shipped per 1 consignment note.

If the environment matters, think ARP

**Under the New International Shipping Regulations introduced in January 2009, the following simple guidelines must be followed to ship Lithium-Ion mobile phone batteries, which are now considered as dangerous goods:**

1. Please do not ship lithium-ion batteries that are damaged. Damaged batteries have the potential producing a dangerous evolution of heat, fire or short circuit.
2. Insert the battery within the handset before shipping. By having the battery inserted, the handset itself acts as a protective casing for the battery.
3. Please do not ship loose batteries without the handset. Loose batteries with exposed terminals may cause a short circuit which may result in dangerous evolution of heat or fire.
4. Please cut out and attach the Caution Label below to each package being shipped. If shipping more than 1 package, please make copies of the Guidelines for Shipping Dangerous Goods Document.

## ARP Caution Label

