



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

ARP Shipping Label

ARP
AUSIE RECYCLING PROGRAM
Factory 29
260 Wickham Rd
Highett, VIC 3190

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 _____

Carton number: _____ of: _____ (FOR JIFFY BAGS NOT REQUIRED)

Environmental and Fundraising Solutions

Shipping Guidelines

Getting your shipment ready

- 1) Please attach:
 - a) ARP Shipping label and
 - b) Warning label securely to each package by gluing or taping all four sides.
 - c) 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.
 - b) **FAX**
Complete the Courier Request Pick Up Form and fax to (03) 9532 0274 between 9am – 5pm.
 - c) **PHONE**
Call ARP (03) 9532 1237 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 revised International Shipping Regulations introduced in January 2009, the following simple guidelines must be followed to ship Lithium-Ion mobile phone batteries, which if not packed correctly may be considered as hazardous 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 Caution Label for each package.

ARP Caution Label

