

# Shipping Label Code and Recycling Certificate Instructions

## Shipping Procedure:

- Please locate “Shipping Code” (see below) prior to packing container.
- Visit [www.solmetex.com](http://www.solmetex.com) , locate and hover over “Recycling Program” in the menu bar.
- Select and click on “Shipping Label” from drop down menu.
- Enter “Account number” and “zip code”
- Fill in all necessary information, enter account # and zip code, click 'submit'.
- Print the label, place the label into the packing slip envelope, remove backing and place on box for UPS pick up or 1-800-742-5877 to schedule pick up.

**Note: One UPS label per Solmetex shipping box.**



		Picking Slip		Date Jan 01, 2014	Page 1	
50 Bearfoot Road Northborough, MA 01532 Phone: (508) 393-5115 Fax: (508) 393-1795				Shipment Number SH0000000000000000XXXX		
Sold To: Your Dealer of choice 1234 Summer Lane Anywhere, MA 12345		Ship To: 00012358 Dewalt DSS 789 Winter Ville Anywhere, CA 12345		<b>“Account number”</b>		
Reference ORD0000000000	PO Number 12345678	Dealer No. 12345678	Salesperson	Ship Via 000	Ship Date Jan 02, 2016	
Picking Sequence	Item Number	Description	Qty. Ordered	UOM	Qty. Shipped	Qty. Backord.
	H05-002CR	COLLECTION CONTAINER WITH RECYCLING	1.0000	EA.	1.0000	0.0000

## Locate Recycling Certificates:

- Visit [www.solmetex.com](http://www.solmetex.com), locate and hover over “Recycling Program” in the menu bar then click on "Certificate Login" from the drop down menu.
- Enter your Account # and Zip Code. These can be found on the Packing Slip that is included with each Solmetex shipment. See the example above.
- You can view, print or download from the website and save to your computer as a .pdf file.

Visit [www.solmetex.com](http://www.solmetex.com) for more information and “Live Chat” Monday thru Friday 8:30 am – 5:00 pm EST or contact us at 800-216-5505.

Recycle Certificates may take up to 30 day to process from date shipped to the recycler.