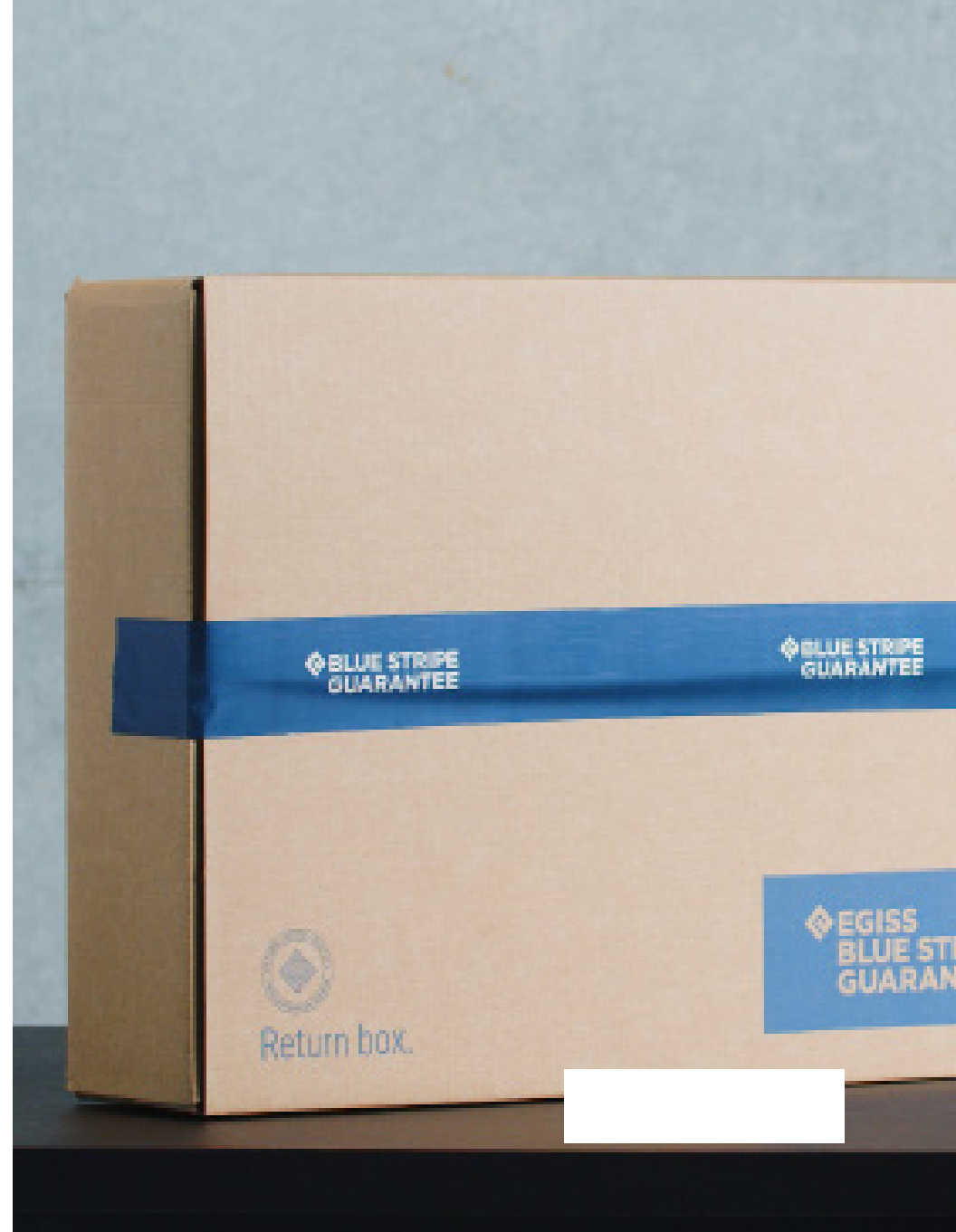


# ITAD Packaging Guide

Egiss Return Box



## Step 1/14

The Return Box is delivered with an insert and a return label inside.



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Step by step

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## Step 2/14

Cut the tape on the sides to open the box.



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## Step 3/14

Take out the insert and the return label.



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## Step 4/14

Fold out the sides of the insert.



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## Step 5/14

Slide the laptop under the plastic on the insert.



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## Step 6/14

Fold the two longest sides back **down**.



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## Step 7/14

Fold **up** the two sides with the handles.



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## Step 8/14

Place the insert in the Return Box.



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## Step 9/14

Place the charger on top of the insert.



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## Step 10/14

Peel off the white strip on the lid.



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## Step 11/14

Make sure the lid is sealed and the box is properly closed.



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## Step 12/14

Place the return label on top of the shipping label (if visible).



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# Step 13/14

Make tree copies of the freight invoice

Attach one freight invoice on the box.



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# Step 14/14

Leave two copies of the freight invoice for the chauffeur as well.

The Return Box is now ready for shipment.



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## Contact

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Any questions?

Don't hesitate to reach out.

Email us at [itad@egiss.net](mailto:itad@egiss.net)





