



Shipping Label Request Form

Contact information for person who is to receive labels:

Campaign _____ Contact Person _____

Address _____

City _____ State _____ Zip _____ County _____

Phone _____ Email Address _____

Number of Labels Needed: _____

Please remember:

- Use separate boxes for phones, cartridges and electronic devices. Do not ship ink cartridges in the same box as phones and other electronic devices.
- A minimum of 20 items or 20 pounds
- No bag-type or analog phones are accepted.
- Do not include chargers, accessories or manuals in shipments.
- The amount received varies per item and is determined by the recycler based on current market values.
- Items must be shipped to the recycler using labels provided.
- Epson inkjet and laser cartridges, Brother inkjet cartridges, and remanufactured cartridges are not recyclable and should not be included in shipments.
- Pack the phones and cartridges you collected and send them to the recycler. Please remember to pack cartridges and phones in separate boxes.
- Drop off boxes at your local UPS Authorized Drop-Off location. DO NOT schedule a UPS pick-up. UPS will charge a non-refundable \$10.00 fee for this service.

How to submit this form:

- Email to jennifer@cota.org
- Fax to 812.336.8885
- Mail to COTA, 2501 West COTA Drive, Bloomington, Indiana 47403

FOR OFFICE USE ONLY: Date received _____ Date Processed _____ Log In: _____ ID: _____
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Children's Organ Transplant Association®

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