

www.print-recycle.com

IF IT WORX, IT'S



**PRINTER
CONSUMABLES
RECYCLING**

Fulfilling Your Duty of Care

Your Guide to using our Recycling Services
www.print-recycle.com



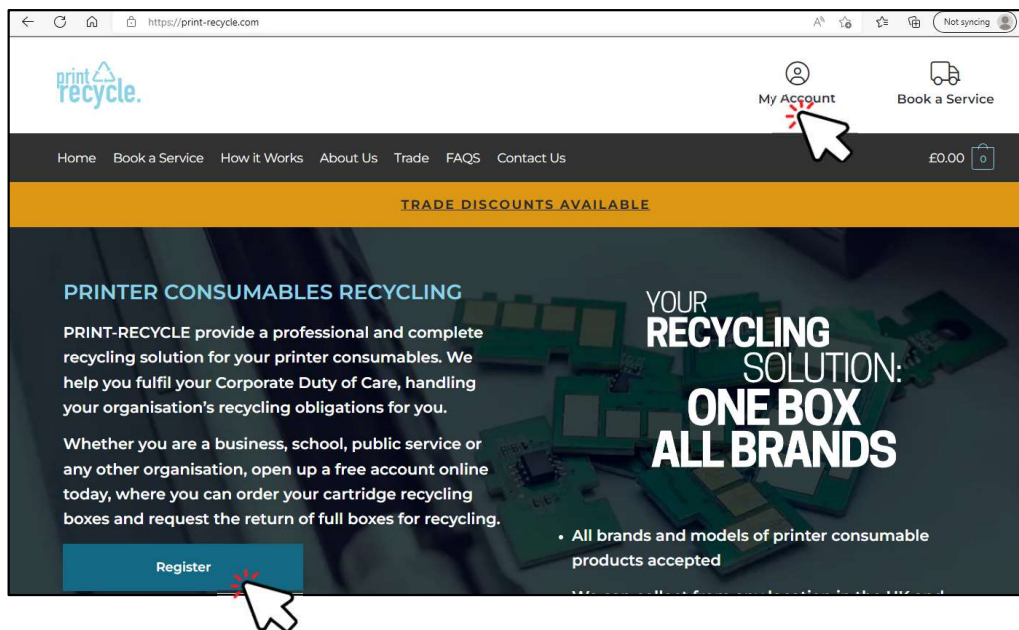
Thank you for choosing to recycle. This guide will outline the steps for setting up your online account and managing your recycling services with WBM's Print-Recycle service.

- 1 – Home Page**
- 2 – Register / Log In**
- 3 – Dashboard**
- 4 – Account Details / Addresses**
- 5 – Book a Service**
- 6 – Service Type**
- 7 – Checkout**
- 8 – Order Complete**

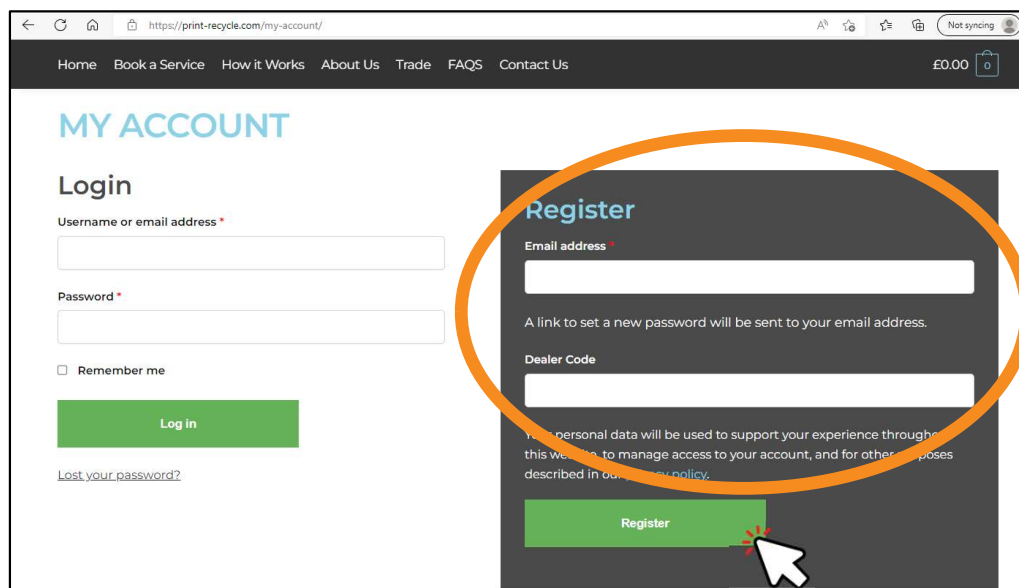
If you have any questions, please don't hesitate to get in touch,
the WBM team are ready to help

0161 338 5208 | info@oemreturn.com

1 From the home page, click on the 'Register' or 'My Account' button



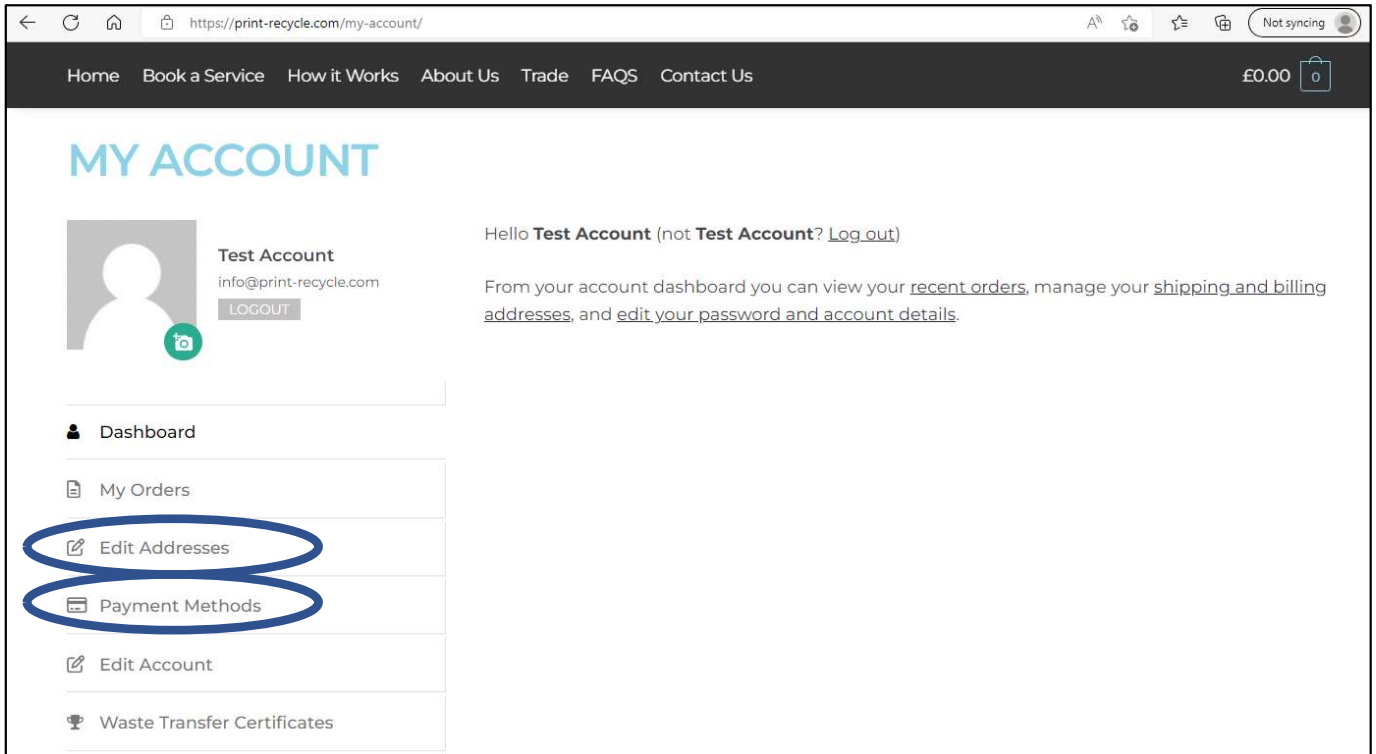
2 Now you can register for an account or log in if you have one already



Enter the dealer code: **UTXSPCB25** when registering.

Once registered, you will receive an email. Verify your account by setting up the password from the link in the email and return to this page to Log In to your account.

- 3 From the My Account dashboard you can:
- Edit your details
 - Setup your Billing Address and Main Address (if different)
 - Manage your address book to add additional locations
 - Setup Payment Methods
 - View your previous orders
 - View and download Waste Transfer Notes



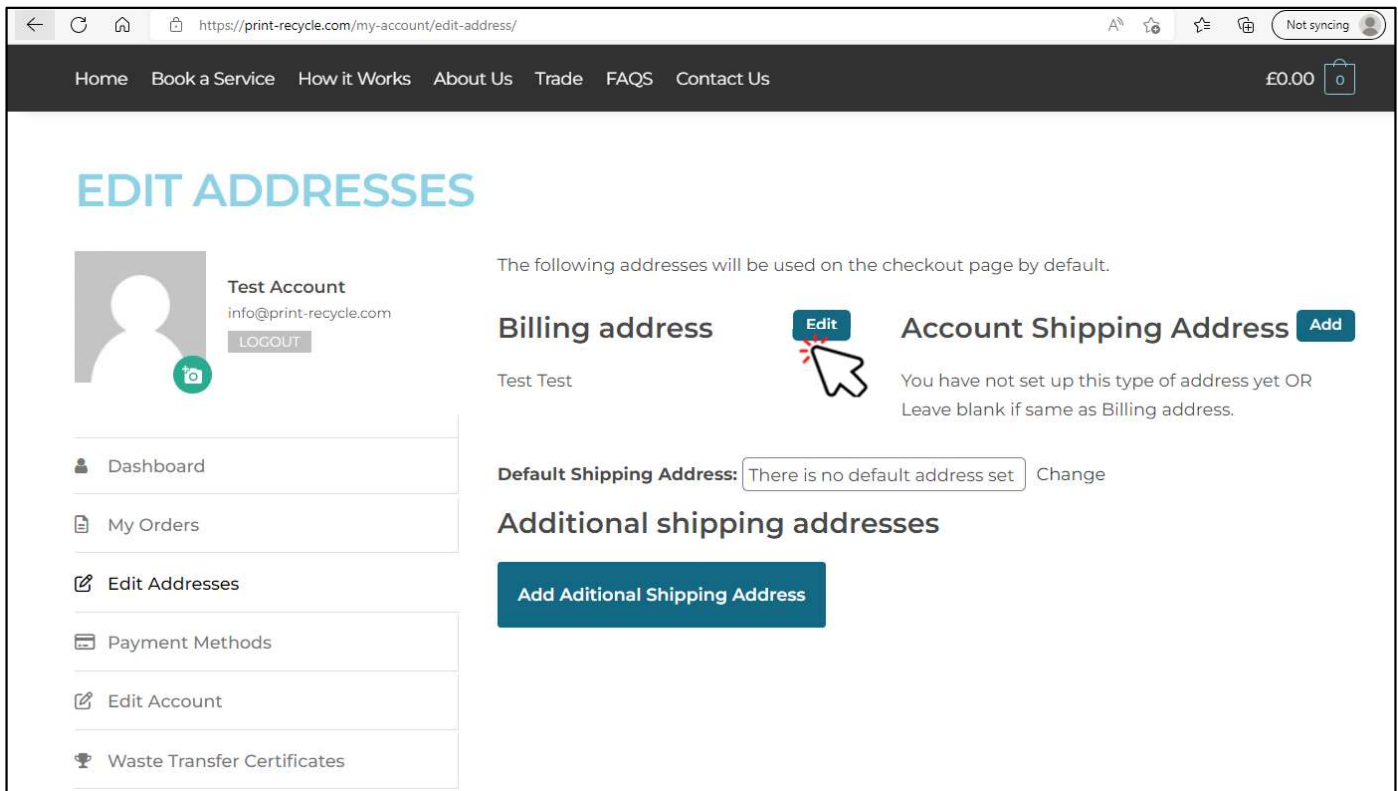
It is useful to set up your billing address and any other addresses that require recycling collection / delivery services.

Click the 'Edit Addresses' button in the menu on the left to enter the details...

It is also useful to set up your payment method as well, this will make the checkout process quicker later. For chargeable services, we require payment at checkout and this can be with a debit or credit card.

Click the 'Payment Methods' button in the menu on the left to add the details (which are securely stored)...

- 4 Click the 'Edit' button next to "Billing address" to enter the address that is to be used for billing and the main contact for this account. All chargeable services booked on this account will be invoiced to this company.



Home Book a Service How it Works About Us Trade FAQs Contact Us £0.00

EDIT ADDRESSES

Test Account
info@print-recycle.com
LOGOUT

- Dashboard
- My Orders
- Edit Addresses**
- Payment Methods
- Edit Account
- Waste Transfer Certificates

The following addresses will be used on the checkout page by default.

Billing address **Edit**

Test Test

Account Shipping Address **Add**

You have not set up this type of address yet OR
Leave blank if same as Billing address.

Default Shipping Address: There is no default address set **Change**

Additional shipping addresses

Add Additional Shipping Address

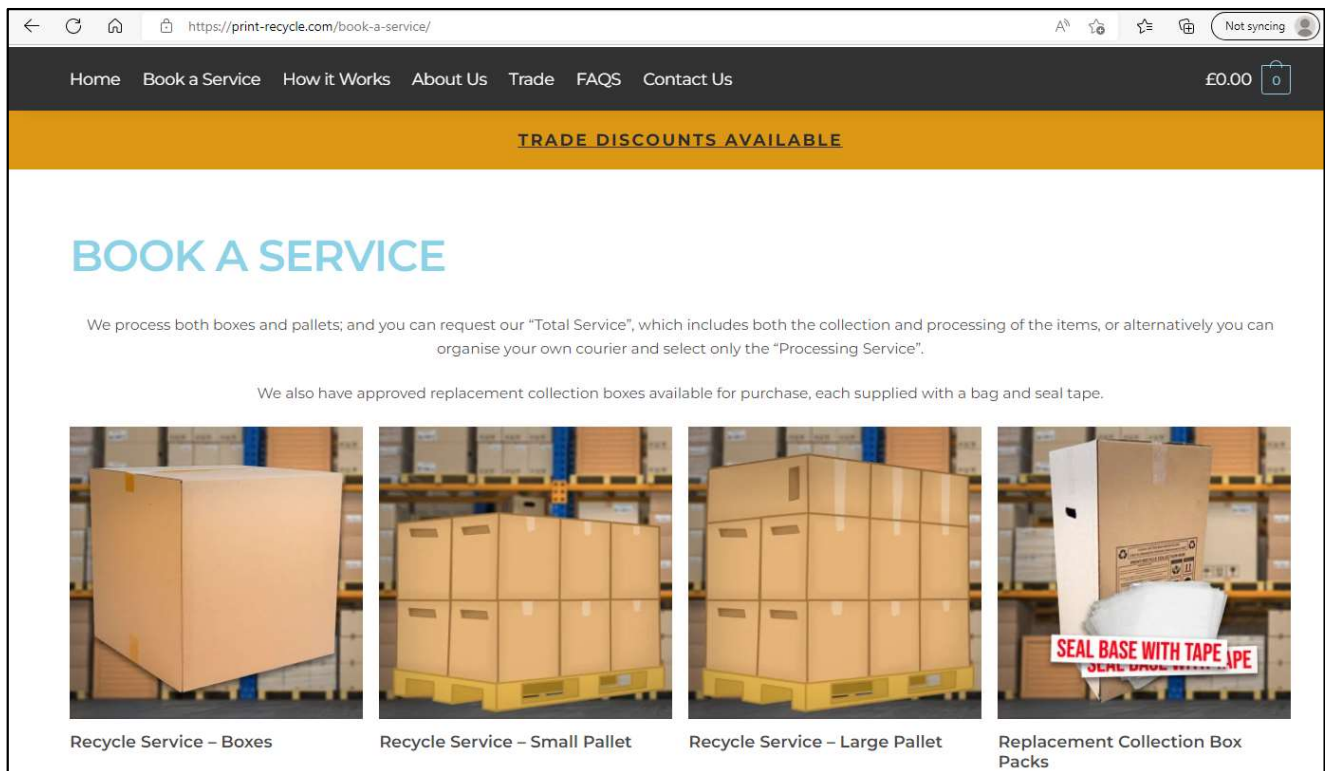
If the main address for recycling services is different, you can add the Account Shipping address here and any other additional addresses in the section below.

Be sure to enter the full address and contact details.

If we are collecting from these sites, we need to have an email address and contact to be able to reach if there are any issues.

You can enter your other sites or customer addresses here and you can organise the recycle services to take place directly at those locations by booking these through your account.

5 Now you are ready to Book A Service...



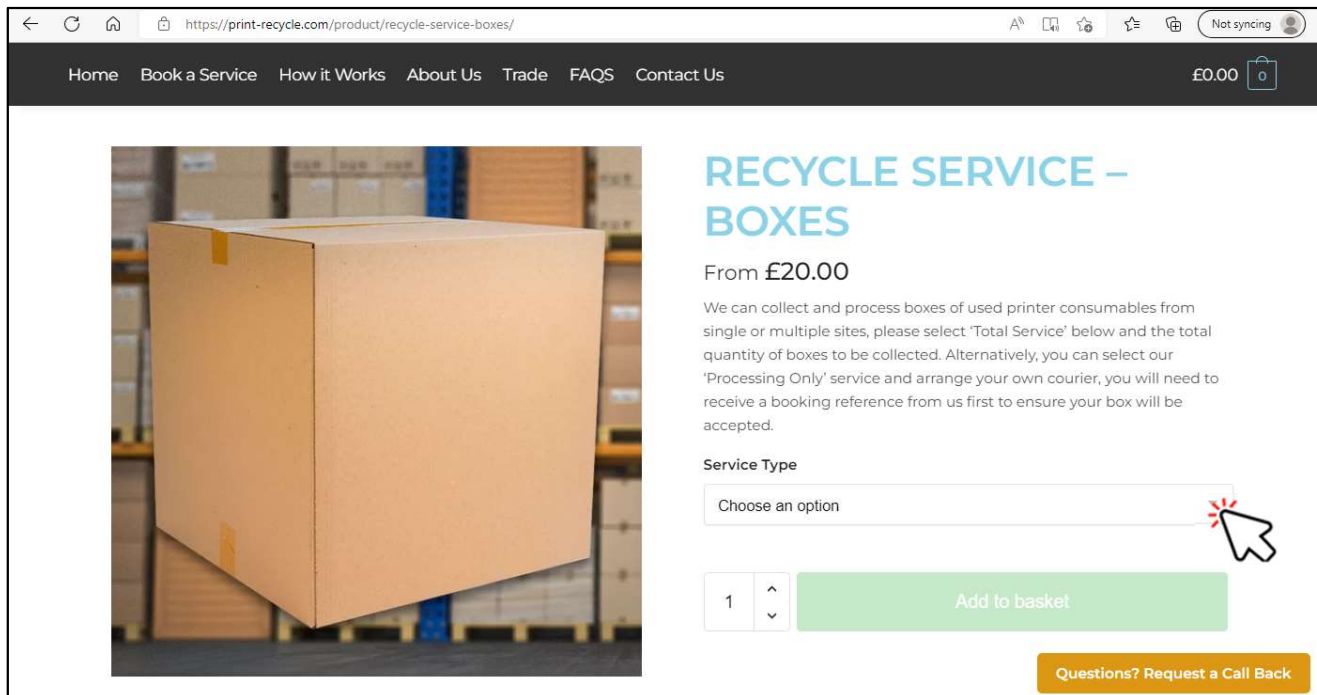
You can select a Recycling Service:

- Return a Box (up to 20 Kg)
- Return a Small Pallet (up to 250 Kg / 1.5m tall)
- Return a Large Pallet (up to 350 Kg / 2.0m tall)
- Replacement Boxes

Once you have selected your service and added it to your Shopping Basket, you can return to the Book A Service page to add more services, before going to Checkout.

You can book multiple services for multiple locations on one order. At the checkout you simply select the address that applies for each service you are booking.

6 After selecting the service, select the Service Type and adjust the quantity, then add to basket...



For recycling services, you can select:

Processing Only – where you can organise your own courier to return the box / pallet to our facility.

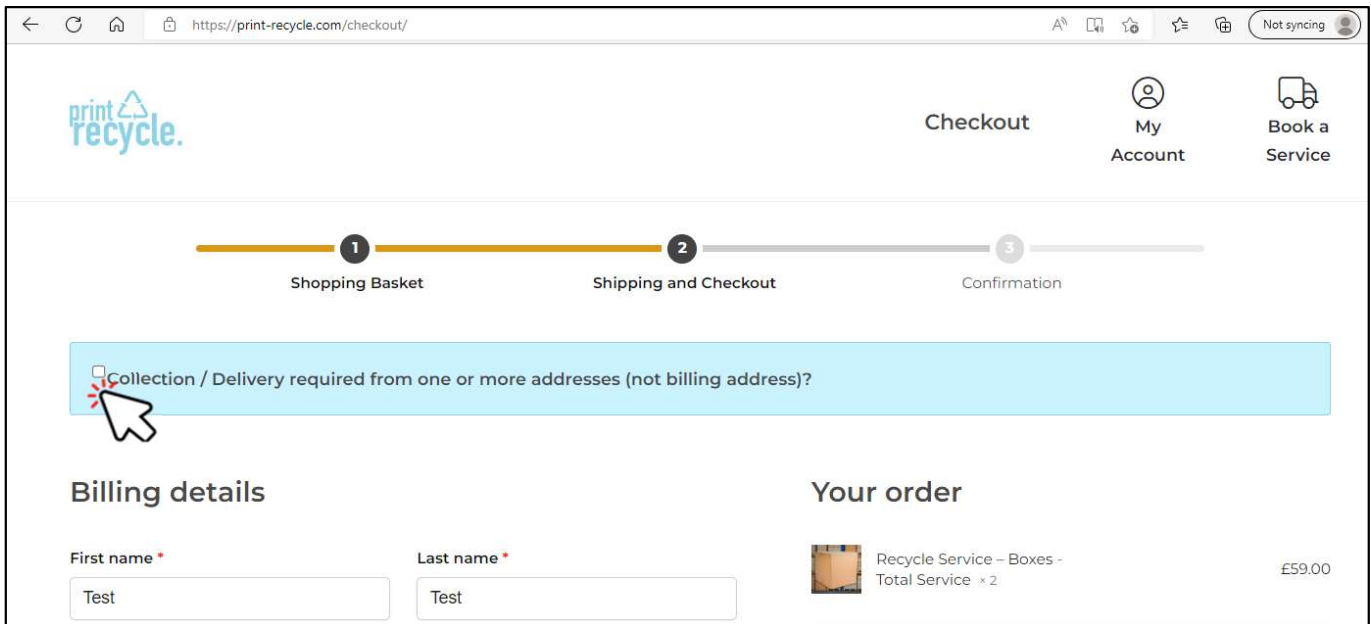
Total Service – we will organise a courier to make the collection from your selected address.

If charges apply, the prices will be updated once you have selected your service type.

At the checkout you can select the location for each service from your list of addresses.

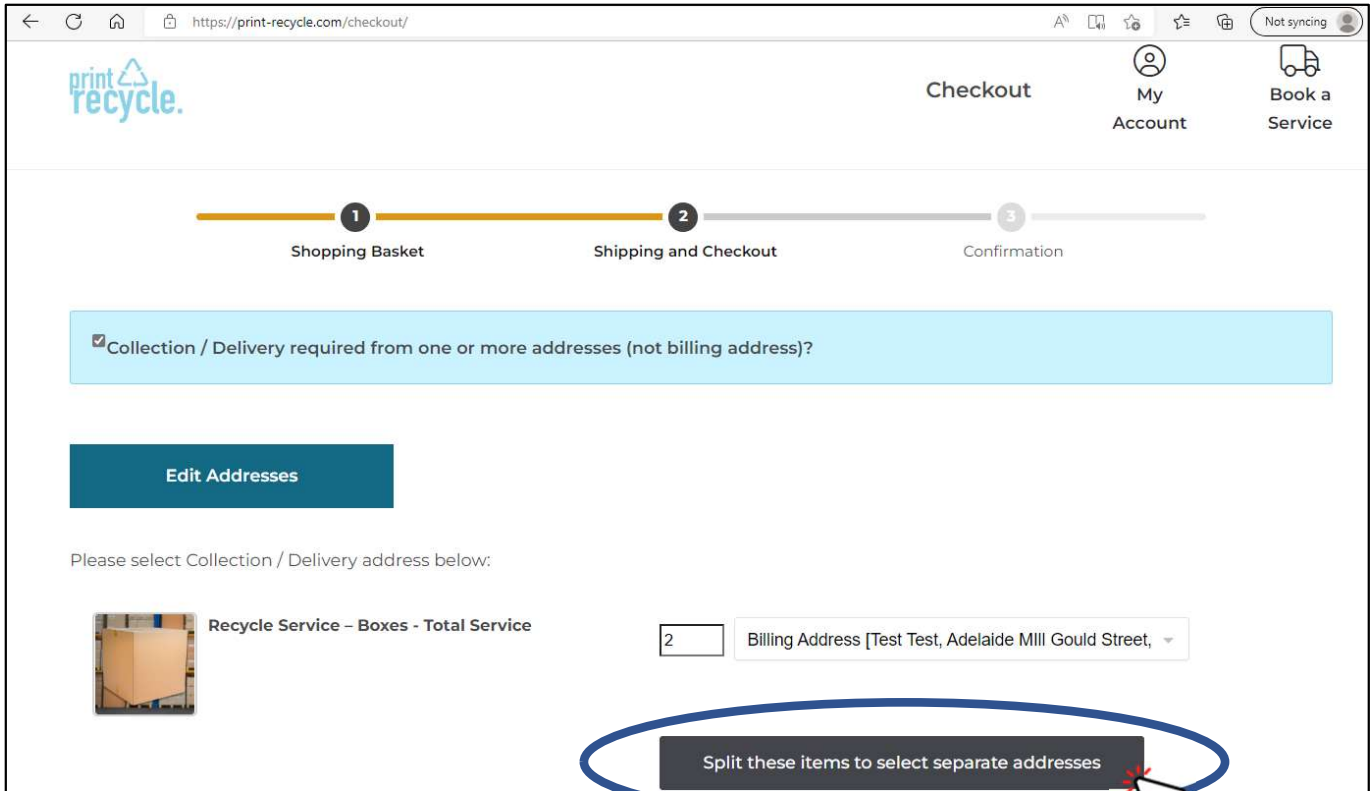
Please note that courier surcharges may apply to some areas – details will be shown on the checkout page and can also be found at the bottom of our 'How It Works' page.

7 At Checkout you can choose different addresses for your services by ticking the blue box...



The screenshot shows the checkout page with a progress bar indicating three steps: 1. Shopping Basket, 2. Shipping and Checkout, and 3. Confirmation. The 'Shipping and Checkout' step is currently active. Below the progress bar, there is a light blue box with a red cursor icon pointing to a checkbox labeled 'Collection / Delivery required from one or more addresses (not billing address)?'. The page is divided into two main sections: 'Billing details' on the left and 'Your order' on the right. The 'Billing details' section has input fields for 'First name' and 'Last name', both containing the text 'Test'. The 'Your order' section shows a product image of a box, the text 'Recycle Service – Boxes - Total Service x 2', and the price '£59.00'. The top navigation bar includes the 'print recycle.' logo, 'Checkout', 'My Account', and 'Book a Service' links. The browser address bar shows 'https://print-recycle.com/checkout/'.

If your quantity is greater than 1, you can also split the service over multiple addresses. You can edit and add addresses if needed.



The screenshot shows the checkout page with the 'Collection / Delivery required from one or more addresses (not billing address)?' checkbox checked. Below this, there is a dark blue button labeled 'Edit Addresses'. Underneath, it says 'Please select Collection / Delivery address below:'. The 'Your order' section shows a product image of a box, the text 'Recycle Service – Boxes - Total Service', a quantity input field with the value '2', and a dropdown menu for the 'Billing Address' showing 'Test Test, Adelaide Mill Gould Street, ' with a downward arrow. At the bottom, there is a dark grey button labeled 'Split these items to select separate addresses' which is circled in blue with a red cursor icon pointing to it. The top navigation bar and progress bar are the same as in the previous screenshot.

8 Check all your order details are correct:

Billing Details

Billing details

First name *

Test

Last name *

Test

Company name *

Print Recycle

Country/Region *

United Kingdom [UK]

Street address *

Adelaide Mill

Gould Street

Town / City *

Oldham

State / County *

Lancashire

Postcode / ZIP *

OL1 3LL

Phone *

0800 083 6555

Email address * (this will be where we send the collection / shipping documents to)

info@print-recycle.com

Order notes (optional)


Notes on your order, e.g. special notes concerning delivery.

Please select the option that applies: *

☐ I confirm that any boxes or pallets being recycled are within the size and weight limits as detailed on this website

☐ I have ordered replacement boxes and do not require recycling services at this time

Your order

 Recycle Service Boxes +
Total Service = 2

£59.00

Subtotal

£59.00

Ship to/Collect from: Test Test - Print Recycle, Adelaide Mill
Gould Street, Oldham - Lancashire, OL1 3LL, United Kingdom (UK)

• UK Mainland Zone A

Recycle Service = £59.00 / Total Service = £59.00

Ship to/Collect from: Test2 Test2 - Print Recycle, Satellite
Branch, Aberdeen - Aberdeen, AB1 1XX, United Kingdom (UK)

• UK Scottish Highlands Surcharge C:

£5.00

Recycle Service = £59.00 / Total Service = £64.00

VAT

£12.80

Total

£76.80

If you have a voucher code, please apply it below:

voucher code

Apply voucher

Credit Card (Stripe)

Pay with your credit card via Stripe.

• Visa ending in 2028 (expires 09/26)

☐ Use a new payment method

Your personal data will be used to process your order, support your experience throughout this website, and for other purposes described in our [privacy policy](#).

☐ I have read and agree to the website [terms and conditions](#) *

Place order

Services booked

Any Courier
Surcharges

Total

Payment Method &
any voucher codes
if applicable

Confirm Order

T&C check

Thank you for choosing to recycle your printer consumables with us.

You can find more information on our 'FAQ' and 'How it Works' pages on the website. If you would like any assistance with your account setup or ordering your recycling services, please get in touch, the WBM team are ready to help: **0161 338 5208** | **info@oemreturn.com**