

SUGGESTIONS FOR PACKING AND LABELING BOXES

1. Contents should not be mixed within a box.
Please put all Health Kits in one box.
All School Kits in a separate box. Etc
2. All labeling information---address, return address, counted contents, total pounds---
should be on the outside of the box. Be sure the boxes are firm. Copy inside.
3. A box should **NOT exceed 40 pounds** and the circumference **MAXIMUM OF 50"**
4. Tape the boxes securely.
5. Remember those who are moving the packed boxes about.

Tape the box with clear tape

Add shipping label **to outside and inside**

Label should be at least a **half sheet** of paper or larger

Church

God's Highway

City, State, Zip

Total Pounds 12 lbs.

address on

Contents/count 3 quilts

out **side** of box

LWR

601 Main Street Box 188

New Windsor, MD. 21776