

SUGGESTIONS FOR PACKING AND LABELING BOXES

1. Contents show not be mixed within a box.
Please put all Personal Care Kits in one box All School Kits in a separate box etc.
2. All labeling information- LWR address, return address, counted contents, total pounds
- **should be on outside of box plus copy on inside of box.**
3. A box should **NOT exceed 35 pounds** and the circumference **MAXIMUM 50"**
4. Tape the boxes securely.
5. Please 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.

Your Church

Address

City, State, Zip

Name of Item _____

Number of Items _____

Total Pounds _____

SHIP TO:

Lutheran World Relief
601 Main Street Box 188
New Windsor, Md 21776