

SHIPPING INSTRUCTIONS

For: Sewing Group Projects, Kits, and Collected Items

(if they are sent through the HarvestCall Distribution Centers)

1. Please ship like items together. For example, layettes in a box separate from school kits.
2. Use sturdy boxes of standard size. If you live near a Distribution Center, you may request boxes from the Center. Otherwise use boxes that will fit on a standard 40" x 48" pallet without hanging over the edge of the pallet. Please **no** banana boxes, etc. An exception would be for comforters which could be double-bagged or in a heavy-duty garbage bag, securely fastened and placed in large Gaylord boxes.
3. Order 3" x 4" labels from HarvestCall. 765-250-4295 ext. 2 or info@harvestcall.org
Allow 2-3 weeks for delivery
Or you may request a template from HarvestCall and print your own labels.
Or you may request blank HarvestCall labels and print on them.
4. Labels should go on each end of the box and include this essential information:
 - Destination
 - Name of distribution center it is going to, if applicable.
 - Name of person expecting, if applicable, and/or name of end destination.
 - Contents
 - Include the type of kit, type of comforters (light, medium or heavyweight), type of sheet linens (crib, hospital, etc), type of diapers, etc.
For kits, also include a list of the items that each kit contains
 - Number of kits or comforters, etc. (not necessary for clothes or linens)
 - Name of your congregation
 - Date
 - Any other specific information that would be helpful
5. Labels should be placed on the ends of each box and placed on the pallet so the label will be visible.
6. If there are multiple boxes in one shipment, please send an inventory list of the boxes.
7. If you have a full pallet of boxes, include a pallet label. If you have access to a scale, a total pallet weight is helpful.
8. Pass this information on to the next sewing group or family outreach leader.