**Shipping Instructions for Optional Materials**

Each SCC is responsible for checking the Optional Materials schedule to identify the next person to use the Optional Materials set. Make plans **before** your event so that you know where the next SCC wants the materials sent. Do not delay sending the materials on after your event!

**NOTES:**

1. Keep the banner boxes connected with the plastic bands if at all possible. If disconnected, use packing tape to bind two banner boxes together for shipment as one package.
2. Shipments are to be sent FedEx Ground – if you feel that a faster delivery is necessary, approval must be obtained from Barb at Sonlight; otherwise, you will be paying the difference in shipping costs.
3. The materials shipping schedule has been designed to keep materials moving in closer geographical sections, so shipping times would be reduced.
4. Estimated shipping weights are as follows:
* Box with table coverings is 7 lbs currently, once the flat tablecloth and Psych workbook are added, it should be about 10 lbs.
* Banner bundle (2 banner boxes bundled together) is 25 lbs. These came to Sonlight in this way, and should be left together since it's cheaper to send one heavier package than two lighter packages. You should have two banner bundles, and one single box.
* Single banner box is 12 lbs.

**Call for a pick-up (800-463-3339)**

* Request a “call tag” for FedEx Ground delivery, using SL account #196045023
* If asked, give $100 declared value for each box
* Provide the name/address/phone number for SCC receiving the shipment
* Note “no signature required” for delivery so that the boxes will be left if the SCC is not home
* Note “residential delivery” unless you are shipping materials to the SCC in care of (c/o) their hotel or a business location
* Collect the tracking numbers from the call tags and send them to the receiving SCC via e-mail

**Or, identify the location of a nearby FedEx agent for drop off at** <http://www.fedex.com/us/services/locationsandtracking/index.html>

* Using SL account #196045023, request that the packages be shipped via FedEx Ground
* If asked, give $100 declared value for each box
* Provide the name/address/phone number for SCC receiving the shipment
* Note “no signature required” for delivery so that the boxes will be left if the SCC is not home
* Note “residential delivery” unless you are shipping materials to the SCC in care of (c/o) their hotel or a business location
* You will receive a receipt from the agent with the tracking numbers for the boxes. Send these tracking numbers to the receiving SCC via e-mail. Keep the receipt with your SL records.