



DIRECT SHIPPING INSTRUCTIONS

Please follow these instructions when you prepare your list of addresses so that we can ship your packages on your behalf. Double-check the addresses you submit as we are not responsible for inaccurate addresses that may incur delays and additional costs.

Format: Excel spreadsheet

Shipping to PO Boxes:

We ship via UPS Ground. UPS does not ship to Post Office boxes. If your addresses include PO boxes, please separate the PO box addresses from the street addresses, and be aware that there may be additional charges for the shipments to PO box addresses.

Columns: *columns in italics are optional.*

Contact Name — Less than 35 characters

Company or Name — Less than 35 characters; this can be identical to the first column but must be filled).

Country — US for United States and CA for Canada

Address 1 — Less than 35 characters

Address 2 — Optional, Less than 35 characters

Address 3 — Optional, Less than 35 characters

City

State/Province/Other — Two digit standard code

Postal Code

Telephone — Optional

When you send your spreadsheet, please also provide the following information:

What is the approximate date that you would like your packages to ship?

Do you want to waive delivery signature?

Do you want to receive a notification email if there is a shipping delay or delivery issue for one package? Do you want to receive a notification email when the package is delivered? To what email address should these notifications be sent?

We apply a label to the outside of the shipping box so that the recipient knows who sent the package to them; the text normally says: *Sent to you by* _____ . How would you like your name to be written or do you want to suggest an alternate text?