

# LOANER LAB KIT RETURN SHIPPING INSTRUCTIONS

DROP-OFF AT THE NEAREST FEDEX LOCATION -or- SCHEDULE A PICK-UP BY CALLING FEDEX 1-800-463-3339. You DO NOT need an account number. A FedEx Ground Prepaid shipping with a tracking number is provided.



## Drop Off Package

1. Pack and seal package.
2. Remove old shipping labels and blackout bar codes.
3. Attach new shipping labels.  
(FedEx Ground Prepaid and Return Address)
4. Take package to a FedEx location near you.
5. Visit [www.fedex.com](http://www.fedex.com) for locations.



Sample: FedEx Prepaid Ground Tracking Label



## Call 1-800-GO-FEDEX to Pick Up Package

1. Pack and seal package.
2. Remove old shipping labels and blackout bar codes.
3. Attach two new shipping labels we provided.  
(FedEx Ground Prepaid and Return Address)
4. Call 1-800-GO-FEDEX (1-800-463-3339).
5. Refer to the tracking number on FedEx label we provided.
6. Answers to FedEx pick up questions prompts when you call:

### FEDEX QUESTIONS

### ANSWERS

Does the package weigh more than 150 pounds?	No
What type of pick up Express or Ground?	Ground
Do you have an account number?	No. Using a prepaid label
Is this a residential or business?	Business
What is the tracking number on label?	Refer to label included
Do you see the word "STAMP" on label?	No
Provide address and phone number of pick-up location.	School name/address/phone
How many packages?	1 package
Weight of package?	10 pounds
Pick up hours of business?	Give your school hours.

A Pick-up confirmation number will be provided by FedEx. Please keep it until the package is picked up by FedEx.

## PREPARING BOX FOR RETURN SHIPMENT

### IMPORTANT - PLEASE READ BEFORE PREPPING BOX FOR SHIPMENT

- Use all the packaging materials provided in the kit to pack breakable contents well and avoid damage to equipment/supplies. All materials must be packed in the same fashion in which they were received.
- Make sure the package is taped well--use **ONLY** clear plastic packing tape to seal box.

Place return address label provided here.



FedEx Shipping Label must be centered and positioned on top of the clear plastic packing tape used to seal the box.



#### PLEASE...

- DO NOT write on the box.
- DO NOT place labels anywhere else on the box.
- DO NOT use masking or duct tape.
- Remove old shipping labels and black out barcodes so it does not get returned to your school.

