



HUMAN-I-T PREPAID DONATION BOX

Directions: Please read all instructions below before proceeding.

1. Unwrap your package upon arrival
2. Carefully set aside enclosed shipping label(s)
 - a. It is important not to lose your shipping label(s). If label(s) are lost, please email us at donate@human-i-t.org
3. Assemble enclosed box(es) and tape the bottom securely
4. Carefully package all donations
 - a. We suggest using bubble wrap or packaging material to reduce damage during transit so items are protected and may be reused
 - b. If applicable, separate power adapters and remove external-facing batteries from laptops
 1. Wrap these items in a separate plastic bag
5. Place your donation into your box(es) and tape the box shut
6. Securely affix the return shipping label(s) to the box(es) with tape
7. Ship your donations with your normal FedEx delivery person or drop them off at your nearest FedEx location
 - a. If you prepaid for a on-site pickup along with your box(es), check your email for a message from donate@human-i-t.org for your pickup date and timeframe
 - b. If you would like us to schedule this service for a fee, please contact us at donate@human-i-t.org

All items are utilized to help those in need.

human-I-T and our recipients thank you for your generosity .

Should you have any questions or additional donations, please reach out to us at

[**donate@human-i-t.org**](mailto:donate@human-i-t.org)