



## Shipping & USPS Customs Form Declaration & Dispatch Note Instructions (2 Pages of Instructions)

Global Medical Libraries (GML) donors send their donated educational materials to one of the following: Army Post Offices, Fleet Post Offices, Diplomatic Post Offices, and U.S. Possessions, Territories, and Freely Associated States. As such, shipments will use PS Forms 2976, 2976-A, and 2976-B. The forms require the same information, just in different fields. Each form comes with instructions.

The instructions on page 2 of this document are for the paper version of **PS Form 2976-A (July 2013) PSN 7530-01-000-9834**. Forms are available at the US Post Office branch, as well as on-line. There is no charge for the forms. You will need to get the forms before you start packing your educational resources. **All boxes require a US Customs form in the top/inside of the box** because the final destination is not in the United States. GML is unable to provide tax-donation receipts. Book donors absorb shipping costs.

**Please Note:** For those shipping ophthalmic, optometric, and other visual health related educational materials to developing countries, GML has partnered with SEE International to reimburse USPS Media Mail shipping costs. In 2019, SEE has budgeted \$1000 maximum for shipping reimbursements. *Once reimbursements exceed the allocated funds, shipping costs will then be the responsibility of the shipper.* To inquire if there are currently available shipping reimbursement funds, email [info@seeintl.org](mailto:info@seeintl.org) or visit [www.seeintl.org/gml](http://www.seeintl.org/gml). The reimbursement request form is [here](#). The form has further instructions and SEE's mailing address. As long as funds are available, 2020 reimbursement requests must be received by SEE no later than December 1, 2020. If you plan on sending books after December 1, 2020, please email SEE to find out if the organization will reimburse donors in 2021.

### **Important Information: Please read these instructions before boxing up books.**

- Due to Diplomatic Pouch procedures, it is important that large bulk shipments be spread out over time. Please do not send more than a volume equivalent to 4 Xerox paper boxes at a time. Shipments of 5 boxes or more from the same address to the same address on the same day may trigger rejection. If you could space shipments by 1-2 weeks, it would be best so not to overload the system.
- There is a strict enforcement of the 12-pound maximum per box. Boxes weighing more than 12 pounds will be returned.
- Boxes with any of these words on the outside cannot be used: fragile, glass, liquor, perishable.
- Reinforce all sides of the box with ample clear mailing tape to keep box intact during transit.
- Fill empty spaces in the box with newspaper. Loose books move in transit and break the box.
- For a large quantity of books, please divide the shipment so more than one recipient benefits your books.
- Include the recipient's nine-digit zip code on the address shipping label.
- Use separate "to" and "from" address shipping labels on the box.

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- Place completed US Customs form in the top/inside of the box.
- Seal top of box securely with clear mailing tape.
- Send the package USPS Media Mail; it is the most economical rate (about 75 cents a pound)
- It takes 4 weeks for the POC/recipient to receive the shipment

**Please Note:** Although the instructions below are for PS Form 2976-A, the instructions include the box number and the field name. This will make it easy to determine the information needed if you have a different version of the form.

### **How to Complete the US Customs Declaration and Dispatch (PS Form 2976-A)**

**From:** Your name, mailing address and email address. Please include USA in the “country” field.

**To:** Use the complete address on the GML Recipients list. Please include USA in the “country” field.

**Only complete the following fields/boxes on the form:**

**Item #1: Detailed Description of Contents: **Used medical textbooks for <insert name of institution>****

**Item #2: Qty: **Number of textbooks****

**Item #3: Weight: Leave blank**

**Items #4: Value: **Just make your best estimate. It doesn't have to be exact and doesn't affect the price of the shipping.****

**Item #5: Check All that Apply: **Only check, “Gift”****

**Item #6: Other Restrictions: **Leave blank****

**Item # 7: Total Gross: Leave blank**

**Item #8: Total Value: **Add all values****

**Item # 10: AES/ITN/Exemption: **NOEEI 30.37 (a)****

**Item # 11: Restrictions: Leave blank**

**Item # 12: Certification & Signature: **The date and your signature****

All other boxes are left blank.

**Insurance is not necessary.**

If you have any questions, please email Valerie at [info@GlobalMedicalLibraries.org](mailto:info@GlobalMedicalLibraries.org)