



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

I do not recommend using the on-line customs form. The following instructions are for the paper version of **US Customs Declaration and Dispatch Note- CP 72 PS Form 2976-A (July 2013) PSN 7530-01-000-9834**. This form has a barcode on the upper left corner. You get the forms **and** the clear pouch at any US Post Office branch. There is no charge for these items. You should get these items before you start packing up your textbooks.

Very Important: All boxes require a US Customs form on the outside of the box, even if the address is a US address, because the final destination is not in the US. GML is unable to provide tax-donation receipts. Book donors absorb shipping costs. **Insurance is not necessary.**

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.** Please find a reimbursement request form [here \(www.seeintl.org/gml/\)](http://www.seeintl.org/gml/) – the form has further instructions and a mailing address for SEE.

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

- There is a strict enforcement of the 12-pound maximum per box. Boxes weighing more than 12 pounds will be returned. You can't use liquor boxes or any other box that says it has glass or bottles inside.
- Reinforce the bottom of the box with clear mailing tape.
- For a large quantity of books, please divide the shipment so more than one recipient benefits your books.
- Put a “to” and “from” shipping labels on the box, in addition to the customs form; the “to” at the lower left of the box and “from” on the upper left.
- Each completed US Customs form is placed into the clear pouch and affixed to the center of the sealed box.
- Send the package USPS Media Mail; it is the most economical rate (about 75 cents a pound)
- The clerk at the US Post Office will give you the US Customs form Sender Copy for your records. If the clerk informs you that the customs form isn't necessary because the addressee is a US address, please inform him/her that the package's destination is outside the US.
- You will get a tracking number, which tracks the package to the US address. It takes 4 -8 weeks for the recipient to receive the shipment.
- Feel free to write a note of support in the box.

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

From: Your name, mailing address and email address. Please include USA

To:

For a DPO/AE address complete the addressee portion of the form as follows:

Name: Recipient's Last and First Name

Business address: unit: ex. 2-1 CAV (Surgeon)

2nd Business address line: Unit location: ex. FOB Warhorse, Iraq (not all location

Postcode: Zip code (such as 09828-0112)

City: DPO

State/Providence: AE

Country: USA

Additional information on sending packages to military addresses:

<http://www.stamps.com/whitepapers/usps-military-mail-guide.pdf>

For non DPO/AE addresses, complete the addressee portion of the form as a standard address.

Only complete the following fields on the form:

Item #1: Detailed Description of Contents: Used medical textbooks for name of institution

Item #2: Number of textbooks

Item #3: Leave blank (Post Office will complete)

Items #4: Value: Just make your best estimate. It doesn't affect the price of the shipping.

Item #5: Check "Gift"

Item #6: Leave blank

Item # 7: Leave blank (Post Office will complete)

Item #8: Add all values

Item # 10: NOEEI 30.37 (a)

Item # 11: Leave blank

Item # 12: The date and your signature

All other boxes are left blank.

If you have any questions, please email Valerie at info@GlobalMedicalLibraries.org