



## 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-PS Form 2976-R, April 2016 PSN 7530-17-000-7992**. 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:** Except for the books donated to Ghana, 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. 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 inquiry 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, 2019 reimbursement requests must be received by SEE no later than December 6, 2019. If you plan on sending books after December 31, 2019, visit [www.seeintl.org/gml](http://www.seeintl.org/gml) to find out if the organization will reimburse donors in 2020.

### **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.
- 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. If s/he insists, send without.

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- Some US Embassy locations do not require a designated staff member's name in the address. GML donations are handled by a unit. Simply mail the box(es) to the address on the GML Recipients list.
- Optional: write a note of support in the box and include email address.

**Completing PS Form 2976-R**

**Sender's Information:** Your name, mailing address and telephone number. Please include USA

**Addressee's Information:** Please refer to the *GML Recipients List* for the necessary address information. It is available on the website. Please include USA.

**Shipment Information:**

1. Category of Items: Check **"Gift"**
2. Detailed Descriptions of Contents: **Used health sciences textbooks**
3. Quantity: Put in the number of books
4. Net Weight: Leave blank. USPS representative will complete after weighing box.
5. Value: Just make your best estimate for the used books. It doesn't affect the price of the shipping.
6. Total: Just complete the Value total.
7. Sender's Email Address: Your email address
- 8-13: Leave blank
- 14: Check **NOEEI 30.37 (a)**
- 15-21: Leave blank
- 22: Nondelivery Instructions: Your choice
- 23: Sender's Signature and Date: Your signature and date
- 24-25: Leave blank

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