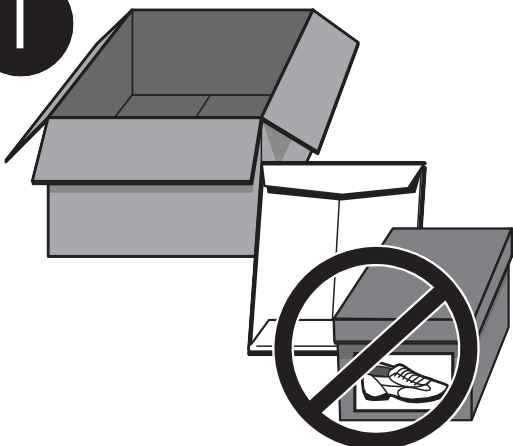


# Instructions for Returning Boxed Materials to Measurement Incorporated

1



## 1. Find the Original Box

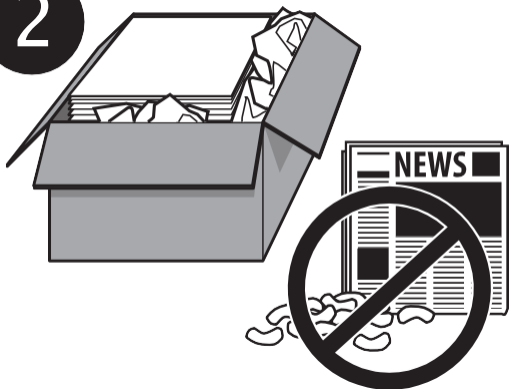
Re-use the boxes that contained the test materials from Measurement Incorporated. FedEx Paks are provided in this coordinator kit for small shipments.

If you no longer have this box, use a new or “almost new” corrugated box.

**Do not** use the following for shipping your test materials back:

- Printer paper boxes
- Gift boxes
- Shoe boxes
- Refrigerator boxes
- Shipping envelopes

2



## 2. Fill the Box

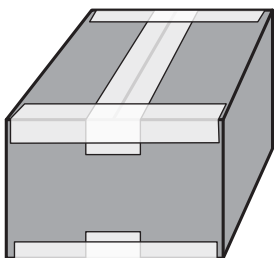
If you are unable to fill a box completely, add crumpled paper to protect test documents during shipping.

You may also use the following:

- Cardboard pieces
- Bubble wrap
- Styrofoam

**Do not** use newsprint to protect test documents, or packing peanuts.

3



## 3. Tape the Box Securely

To ensure that a box is securely closed, apply three strips of tape to both the top and the bottom of the box in an “H” pattern as shown.

Use pressure-sensitive plastic or nylon-reinforced tape that is at least 2” wide.

**Do not** use:

- Masking tape
- Cellophane tape
- Duct tape
- String or rope to seal boxes.

4



## 4. Use Proper Labeling

Use the FedEx return labels provided by Measurement Incorporated in this coordinator kit.

- After removing or crossing out any old address labels from the box, place the shipping label on the top of the box.
- Place one nonscorable label on the side of each box.

**Note: Do not cover tape with the shipping labels.**