



## HOW DO I SHIP MY BOXES TO YOU?



**STEP  
1**

Inside your Kit locate the Green Shipping Mailer provided to you. Remove the Green Shipping Mailer and Verify that the Prepaid Shipping Label on the Green Shipping Mailer is accurate.

**STEP  
2**

Place your items inside the shipping kit box we provided. Insert the kit box into the "Green" Shipping Mailer provided for you. Then seal the Green Shipping Mailer closed.

**STEP  
3**

Take your Green Package to your local Post Office or leave it in your mailbox for pick-up (if it fits).

## WHEN WILL I RECEIVE MY PAYMENT?



### IF YOUR PAYMENT METHOD SELECTED IS "CHECK":

• One we receive your kit at our facility your kit will be checked in the day we receive it at our receiving department, providing it is Monday thru Friday. Otherwise it will be checked in on the next business day.



- Your check will be shipped out no later than the next business day.
- Once your check is shipped out please allow 3-5 business days to arrive to you.
- Your check will be inside a new kit that you can use on your next shipment.
- You will also receive an email notifying you when your check is on its way to you.



### IF YOUR PAYMENT METHOD SELECTED IS "PAYPAL":

One we receive your kit at our facility, your kit will be checked in the day we receive it at our receiving department, providing it is Monday thru Friday. Otherwise it will be checked in on the next business day.



- Your payment will be made to the PayPal account you provided to us no later than the next business day.
- You will also receive an email notifying you when your PayPal payment has been processed.
- If your payment method is PayPal just email or give us a ring for another prepaid shipping label or new kit.

**THANK YOU FOR YOUR BUSINESS**