

INSTRUCTIONS FOR PACKING BALES & BOXES (revised June 2015) – South Island

Packing List

You need to complete the enclosed **Packing List**. It totals up everything you are sending.

Put the **totals of everything you are sending on this form**.

Make **3 copies** of the completed form:

1. Keep one.
2. Send one to Andrew Wilks, MWB, PO Box 56264, Dominion Road, Auckland 1446 (or email ahead to awilks@mwbi.org)
3. Give one to the person taking your things to your local TNL depot - this copy is the **delivery slip**.

Note: If you have something **not** covered by the packing list categories (e.g. sewing machine), **add it to the list at the bottom**.

Boxes

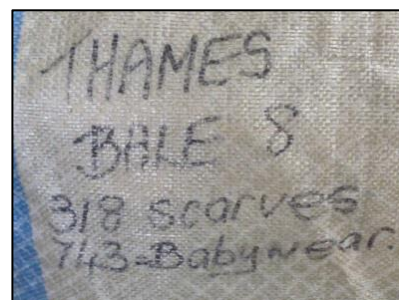
1. You need to use the enclosed template labels (2 per sheet) for your boxes. Photocopy as many as you need. (You need 2x labels per box). The Operation Cover Up web site (www.operation-cover-up.org.nz) has this template if you need to print off more or phone the MWB office 0800 469 269 for extras.
2. Use banana boxes for packing.
3. Items on the Packing List marked by an asterisk * must be packed into boxes.
4. Pack only **one category of items per box**, even if the box isn't full.
5. **Glue one label on the side and one label on the end of the box** (not on the top or bottom).
6. **Tick the category box on the label to show contents and write the number of items contained in the box.**

Bales

1. Please use **clean new bales**. (contact Andrew at MWB Ph 0800 469 269 if this is a problem)
2. Items **without an asterisk** on the Packing List **can be baled**.

- sort your goods into category groups, and count them.
- pack your bales using all the blankets first.
- If sending mixed categories in some bales, put smaller items in plastic bags (not stripey bags), counted and labelled.

3. **Write the bale details on the side corner near the top**. (as per the photo): Your Area, Number of that bale, Number of items for each category in that bale.



LEAVE THE TOP OF THE BALES UNMARKED

4. **Close the bale top firmly** (sewing or hooking with bale clips).
5. **Put the total contents of bale details in an envelope or zip-lock plastic bag attached to the bale** (Can be sewn and tucked under a flap corner but visible, please!)

***CAUTION: Avoid using bale hooks to drag the completed bales-otherwise the contents get torn.**

Knitted Blankets for the Homeless (STREETMERCY)

Any blankets (in darker or less bright shades) which are for the homeless people, should be packed separately from the brightly-coloured blankets and labelled "STREETMERCY BLANKETS". Cartons can be used if there are only a few.