



ReCarb, LLC | 28 Wolcott Street, Readville, MA 02136  
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# PACK & SHIP CHECKLIST

*For shipping 250 lbs. of material or less via USPS Priority Flat Rate*

**ALL SHIPMENTS SHOULD BE SENT TO:  
28 WOLCOTT ST., READVILLE MA 02136**

*Affiliated with James G. Grant, Co.*

## #1 - SUPPLIES NEEDED PRIOR TO GETTING STARTED

- Medium Priority Flat Rate boxes from USPS**
  - Note: Medium boxes come in 2 different sizes --- we recommend Medium Box 1 (inside dimensions: 11" long x 8-1/2" wide x 5-1/2" high).
- Self-seal plastic bags (e.g., Ziploc, Hefty, or similar)**
- Newspaper stuffing or something else that will cushion the material inside the box**
- Heavy-duty shipping tape or duct tape**

## #2 - PACKING THE BOXES

- Triple-bag your material using the self-seal plastic bags.**
  - Don't fill the bag completely because you don't want the bags to have to stretch at all to accommodate the material --- for best results, we recommend keeping the weight of each box to about 50 lbs.
- Generously cushion the inside of the box with newspaper.**
- Place the bagged material into the box.**
- Continue adding more stuffing until the box appears completely full and you are confident that the material will not be able to move around while in transit.**
  - Given its weight, any significant shifting could allow the material to wear through the plastic bags and compromise the integrity of the box.
- Seal all corners and edges of the box with heavy-duty tape.**
- Wrap heavy-duty tape around the box at least 3 or 4 times to reinforce any potential weak spots.**

## #3 - INITIATING THE SHIPMENT ONLINE

*If you would prefer to do so, you may bring the box(es) to your local post office and complete the transaction there.*

- Create the appropriate label(s) and pay the total amount due to USPS.**
  - (\$13.45 per Medium box (effective 01/17/2016) + the cost of any other services you choose to add on).
- Print the label(s) and affix them to the box(es).**
- Schedule the date you would like the Postman to pick-up your shipment.**