

Procedure for Shipping/Sending Items Home After the Summer Program

1. **Arrangements** for return shipping must be made **prior to July 9** for the **High School Summer Program** and the **Summer Bridge Program** and **prior to July 16** for the **Summer College Readiness Program**
2. Call the Shipping Shack in Keene, NH at 603 352-4249 and ask for Bryant or email bryant@shipshack.com
3. **You will provide Shipping Shack with:**
 - The destination address
 - Contact information
 - Payment information
4. Boxes are available through Shipping Shack:
 - the **cost for boxes** is:
 - \$4.00 per 16"x16"x16" cube
 - \$4.50 per 18"x18"x18" cube
 - **Purchased boxes will be provided** to Landmark College for **students to pre-pack** before the end of the program
5. **Shipping Shack** will then let you know the estimated cost based on:
 - delivery method
 - number of boxes
 - approximate weight, etc
6. **Shipping Shack will pick up all pre-packed boxes from Landmark College** after the completion of the program:
 - **High School Summer Program** on Monday, July 31
 - **Summer College Readiness Program** on Monday, July 31
 - **Summer Bridge Program** on Monday, August 14
7. **EACH BOX MUST CLEARLY HAVE THE STUDENT'S NAME ON IT.** This cannot be stressed enough, as this is where the greatest potential is for packages to become lost or misplaced.
8. All packages will be sent out for delivery the next business.

