



Shipping Procedure for Students Sending Items Home

1. Call the Shipping Shack to arrange a pick-up: **603 352-4249**
2. The Shipping Shack will let each student or parent know about pricing based on delivery method, number of boxes, etc., and, upon the student/parent's consent, the Shack will contact Adventure Limo to schedule an appointment for a driver to pick items up at Landmark. **Appointments will be between 10 a.m. and 3 p.m., Monday through Friday.**
3. **EACH BOX OR PACKAGE 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.
4. The student or parent must provide the destination address and their contact and payment information (phone number, email address, credit card information, etc.) to the Shipping Shack.
5. All packages will generally be sent out for delivery the **next business day** after they arrive at the Shipping Shack to be processed (and packed, if applicable), so parents/students should plan accordingly with regard to when they want their items delivered to the destination addresses.