

# Boxing Station Instructions

- Pack **10** kits to a box
- Secure each box with packing tape
- **24** boxes will complete **1** pallet
- If you are assembling less than 240 kits, write your group name and date on each box and secure the prepaid FedEx label with tape (1 per box).
- If you are assembling 240 or more kits, place the boxes on a pallet(s) – 6 boxes per level, 4 boxes high per pallet. 24 boxes total.
- Secure your pallet labels to 2 opposite sides of each pallet.
- Wrap each pallet very tightly with shrink wrap. Start at the bottom and work your way up. Make sure the shrink wrap goes around the pallet and boxes to prevent slipping in transit.