



Send collections to:
Support Our Troops, Inc. – Stop 5
13791 N. Nebraska Avenue
Tampa, FL 33613

How to send collections to Support Our Troops®

Feel free to send them however you like. These are just suggestions.

- 1. Box in a box.**
 - a. Wrap the items and place them inside a box.
 - b. Cushion them to avoid damage (china and crystal require a lot of padding).
 - c. Nest the first box inside a larger box with newspaper or such to pad around it. Larger boxes are less likely to be lost.
- 2. Include a list.**
 - a. Include a list of the pieces.
 - b. Include anything you would like to write about your pieces.
- 3. Blank package exterior.**
 - a. Write only our address and your return address on the box. Don't reveal the contents of your package anywhere on the mailing label or outside.
- 4. Request a delivery signature.**
- 5. Mums the word.**
 - a. There's no need to say that you're shipping a collection.
- 6. Insure it if you like**
- 7. Email us** that it has been sent and if you can, send us the tracking number.
- 8. Larger, heavier items.**
 - a. Personally give it to a FedEx or UPS ship center. There are small ones around town, and they are also in Office Depot and Staples stores. They can produce the label for you, have a delivery signature required, and give you a receipt with a tracking number. Basic ground speed is fine, no need to pay for overnight.
 - b. For certain bulkier, heavier, yet fragile collections, crating in wood and shipping via truck line may be best.
- 9. Smaller items.**
 - a. Personally give it to the Post Office and get a receipt with the tracking number. Basic 2-4 day Priority Mail (not overnight Express Mail) does this just fine. Don't just drop it in a box.