



SHIPPING INSTRUCTIONS FOR CUSTOM ORDERS

Place the following items flat inside the foam box:

- 1) *Custom Insert Order Form*
- 2) *Foot Imprints*

Tape the sides of the box to prevent the forms from slipping out during shipping. The foam box serves as the shipping container. To ship multiple orders together, you may tape the orders securely together and use one shipping label for the package, or you may put the orders in another carton and use one postage paid shipping label.

Please mark the foam box(es) "**FRAGILE**" in large red print.

Follow these easy steps to ship your order:

U.S. POSTAL SERVICE

Affix the pre-printed U.S. Postal mailing label to the box. Give the box to your mail carrier.

UNITED PARCEL SERVICE

(Note: Only use UPS Shipping Labels if you have regular pick-ups or deliveries from UPS)

- a. Affix the pre-printed UPS mailing label to the box. The reference number(s) on this copy will enable you to track any particular patient order or return.
- b. Give the shipment to your UPS driver the next time they are at your office.
- c. The prepaid level of service does not include pick-up service. Do NOT call for pick-up.

Please call SureFit Customer Service at 800.298.6050 when you are running low on the prepaid mailing labels and we will send you more.