How to Fill Out the Shipping Label/Customs Form
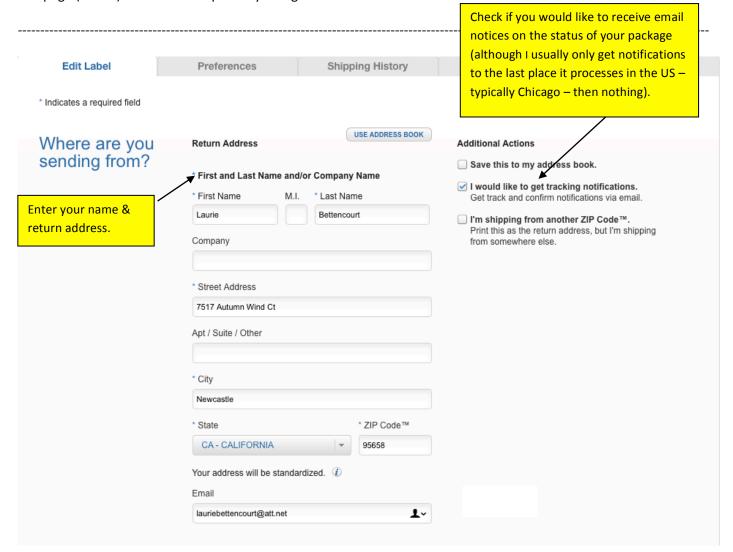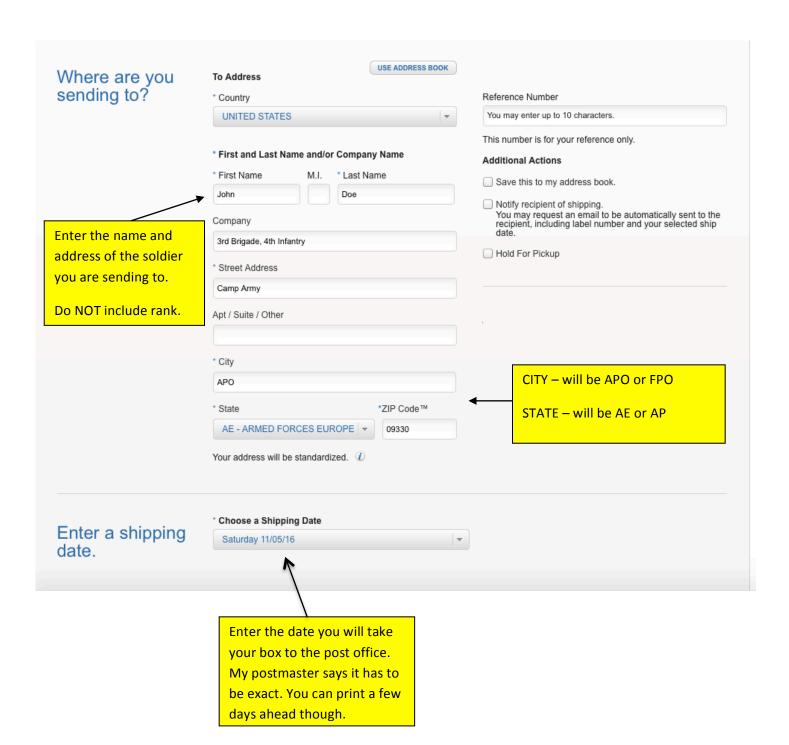
1) Go to USPS.com

2) Hover on "Mail & Ship" and then click on "Click-N-Ship"

3) Create an account – your email address & a password

The page (below) should come up after you log in.

Check if you would like to receive email notices on the status of your package (although I usually only get notifications to the last place it processes in the US – typically Chicago – then nothing).

Edit Label	Preferences	Shipping History

* Indicates a required field

Where are you sending from?

Enter your name & return address.

Return Address   USE ADDRESS BOOK

Additional Actions

☐ Save this to my address book.

☑ **I would like to get tracking notifications.**
Get track and confirm notifications via email.

☐ **I'm shipping from another ZIP Code™.**
Print this as the return address, but I'm shipping from somewhere else.

First and Last Name and/or Company Name

* First Name   M.I.   * Last Name

Laurie   Bettencourt

Company

* Street Address

7517 Autumn Wind Ct

Apt / Suite / Other

* City

Newcastle

* State   * ZIP Code™

CA - CALIFORNIA   95658

Your address will be standardized. ⓘ

Email

lauriebettencourt@att.net

Where are you sending to?

To Address

USE ADDRESS BOOK

* Country

UNITED STATES ▼

* First and Last Name and/or Company Name

* First Name	M.I.	* Last Name
John		Doe

Company

3rd Brigade, 4th Infantry

* Street Address

Camp Army

Apt / Suite / Other

* City

APO

* State	*ZIP Code™
AE - ARMED FORCES EUROPE ▼	09330

Your address will be standardized. ⓘ

Reference Number

You may enter up to 10 characters.

This number is for your reference only.

Additional Actions

☐ Save this to my address book.

☐ Notify recipient of shipping.
You may request an email to be automatically sent to the recipient, including label number and your selected ship date.

☐ Hold For Pickup

Enter the name and address of the soldier you are sending to.

Do NOT include rank.

CITY – will be APO or FPO

STATE – will be AE or AP

Enter a shipping date.

* Choose a Shipping Date

Saturday 11/05/16 ▼

Enter the date you will take your box to the post office. My postmaster says it has to be exact. You can print a few days ahead though.

Enter package details.

○ **I am Shipping Flat Rate**
If it fits, it ships® anywhere in the U.S. up to 70 lbs.

Check "I am Shipping Flat Rate"

○ **Enter Package Weight**
If the weight you entered is less than the actual weight of the package, the Postal Service™ will require additional postage either at the time of mailing or delivery.

lbs	oz

What are common weights? *i*

☐ This package has a dimension measuring over 12".

Enter package value.

Please enter a package value greater than zero.

$40.00

Maximum allowed is $5,000.00

Enter the value of your box. I always just put $40.

Select a service type.

Selecting a Priority Mail® Flat Rate product or a Priority Mail Express™ Flat Rate product requires the USPS-provided packaging.

If you plan to ship Live Animals, please go to your local **Post Office**.

* **Choose a Service Type**

Priority Mail® ▾

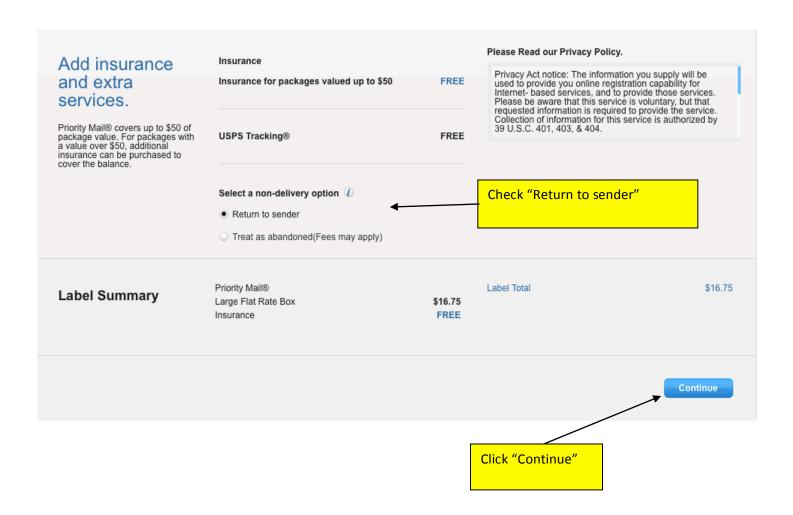| PACKAGE TYPE ▲	SCHEDULED DELIVERY	SHIPPING PRICE ▲
Please enter the following to view available service options and prices.		
✓ Return Address		
✓ Delivery Address		
✓ Package Details		
✓ Package Value		
✓ Shipping Date		
View available Services and Prices		

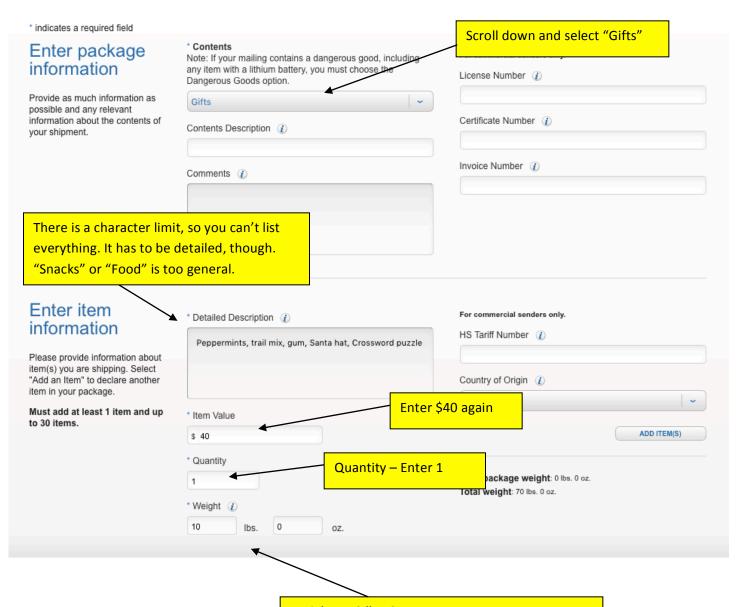**Click this**

Select a service type.

Selecting a Priority Mail® Flat Rate product or a Priority Mail Express™ Flat Rate product requires the USPS-provided packaging.

Price based on shipping a package (valued at $50.00) from ZIP Code™ **35801** to **09330** on **11/05/2016**.

If you plan to ship Live Animals, please go to your local **Post Office**.

* **Choose a Service Type**

Priority Mail®

PACKAGE TYPE	SCHEDULED DELIVERY	SHIPPING PRICE
○ Priority Mail® Small Flat Rate Box 5-3/8" x 8-5/8" x 1-5/8	Service standards to this location are not available at this time.	$6.80
○ Priority Mail® Medium Flat Rate Box 11" x 8-1/2" x 5-1/2 13-5/8" x 11-7/8" x 3-3/8"	Service standards to this location are not available at this time.	$13.45
○ Priority Mail® Padded Flat Rate Envelope 9-1/2" x 12-1/2"	Service standards to this location are not available at this time.	$6.80
● Priority Mail® Large Flat Rate Box 23-11/16" x 11-3/4" x 3" 12 1/4" x 12 1/4" x 6"	Service standards to this location are not available at this time.	$16.75
○ Priority Mail® Legal Flat Rate Envelope 15" x 9-1/2"	Service standards to this location are not available at this time.	$6.45

Add insurance and extra services.

Priority Mail® covers up to $50 of package value. For packages with a value over $50, additional insurance can be purchased to cover the balance.

Insurance

Insurance for packages valued up to $50   FREE

USPS Tracking®   FREE

Select a non-delivery option ⓘ

● Return to sender

○ Treat as abandoned(Fees may apply)

Please Read our Privacy Policy.

Privacy Act notice: The information you supply will be used to provide you online registration capability for Internet- based services, and to provide those services. Please be aware that this service is voluntary, but that requested information is required to provide the service. Collection of information for this service is authorized by 39 U.S.C. 401, 403, & 404.

Check "Return to sender"

←

Label Summary

Priority Mail®
Large Flat Rate Box $16.75
Insurance   FREE

Label Total $16.75

Continue

Click "Continue"

* indicates a required field

Enter package information

Provide as much information as possible and any relevant information about the contents of your shipment.

* Contents
Note: If your mailing contains a dangerous good, including any item with a lithium battery, you must choose the Dangerous Goods option.

Gifts

Contents Description (i)

Comments (i)

License Number (i)

Certificate Number (i)

Invoice Number (i)

There is a character limit, so you can't list everything. It has to be detailed, though. "Snacks" or "Food" is too general.

Enter item information

Please provide information about item(s) you are shipping. Select "Add an Item" to declare another item in your package.

Must add at least 1 item and up to 30 items.

* Detailed Description (i)

Peppermints, trail mix, gum, Santa hat, Crossword puzzle

For commercial senders only.

HS Tariff Number (i)

Country of Origin (i)

Enter $40 again

* Item Value

$ 40

ADD ITEM(S)

* Quantity

1

Quantity – Enter 1

package weight: 0 lbs. 0 oz.
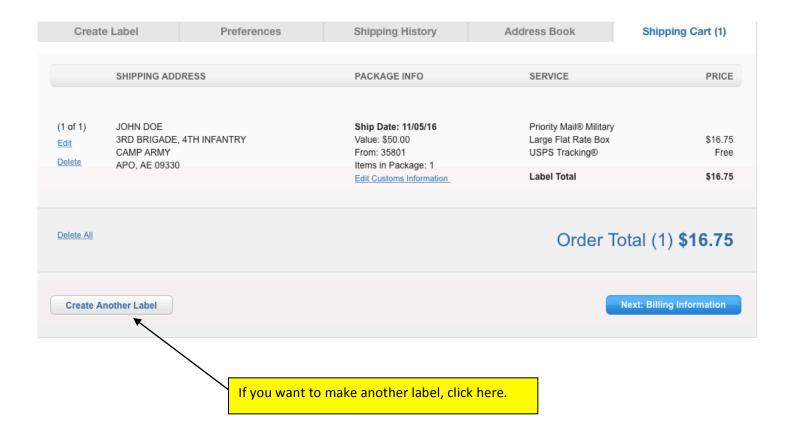Total weight: 70 lbs. 0 oz.

* Weight (i)

10   lbs.   0   oz.
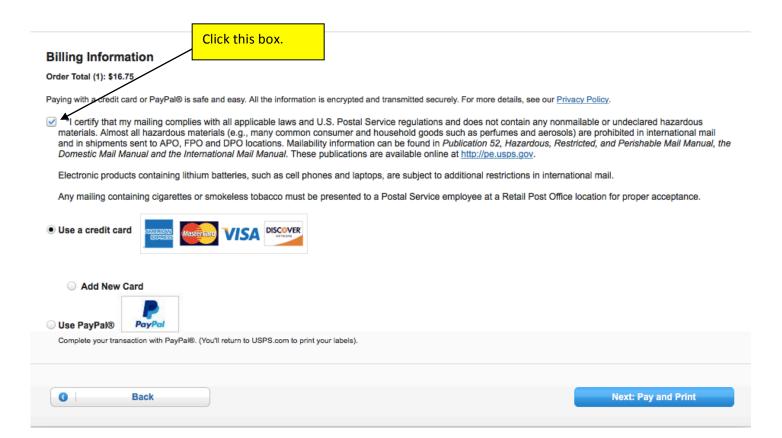
Weight – 10 lbs. 0 oz.

It doesn't matter what you enter here because it is Flat Rate, but this is what I usually enter.

SHIPPING ADDRESS	PACKAGE INFO	SERVICE	PRICE
(1 of 1) Edit Delete	JOHN DOE 3RD BRIGADE, 4TH INFANTRY CAMP ARMY APO, AE 09330	Ship Date: 11/05/16 Value: $50.00 From: 35801 Items in Package: 1 Edit Customs Information	Priority Mail® Military Large Flat Rate Box USPS Tracking® Label Total	$16.75 Free $16.75

Create Label   **Preferences**   **Shipping History**   **Address Book**   **Shipping Cart (1)**

Delete All

Order Total (1) **$16.75**

Create Another Label

Next: Billing Information

Click this box.

Billing Information

Order Total (1): $16.75

Paying with a credit card or PayPal® is safe and easy. All the information is encrypted and transmitted securely. For more details, see our Privacy Policy.

☑ I certify that my mailing complies with all applicable laws and U.S. Postal Service regulations and does not contain any nonmailable or undeclared hazardous materials. Almost all hazardous materials (e.g., many common consumer and household goods such as perfumes and aerosols) are prohibited in international mail and in shipments sent to APO, FPO and DPO locations. Mailability information can be found in *Publication 52, Hazardous, Restricted, and Perishable Mail Manual, the Domestic Mail Manual and the International Mail Manual*. These publications are available online at http://pe.usps.gov.

Electronic products containing lithium batteries, such as cell phones and laptops, are subject to additional restrictions in international mail.

Any mailing containing cigarettes or smokeless tobacco must be presented to a Postal Service employee at a Retail Post Office location for proper acceptance.

● Use a credit card

○ Add New Card

○ Use PayPal®
Complete your transaction with PayPal®. (You'll return to USPS.com to print your labels).

◀ | **Back**

Next: Pay and Print

After you pay, you can print your label.