



How To Organize Shipping From Your Home

If you would like to do all of your shipping from the comfort of your home, here are instructions on how to use the [USPS.com](https://usps.com) website to order Priority shipping boxes, purchase postage, print labels, and how to request a pickup from your mail carrier.

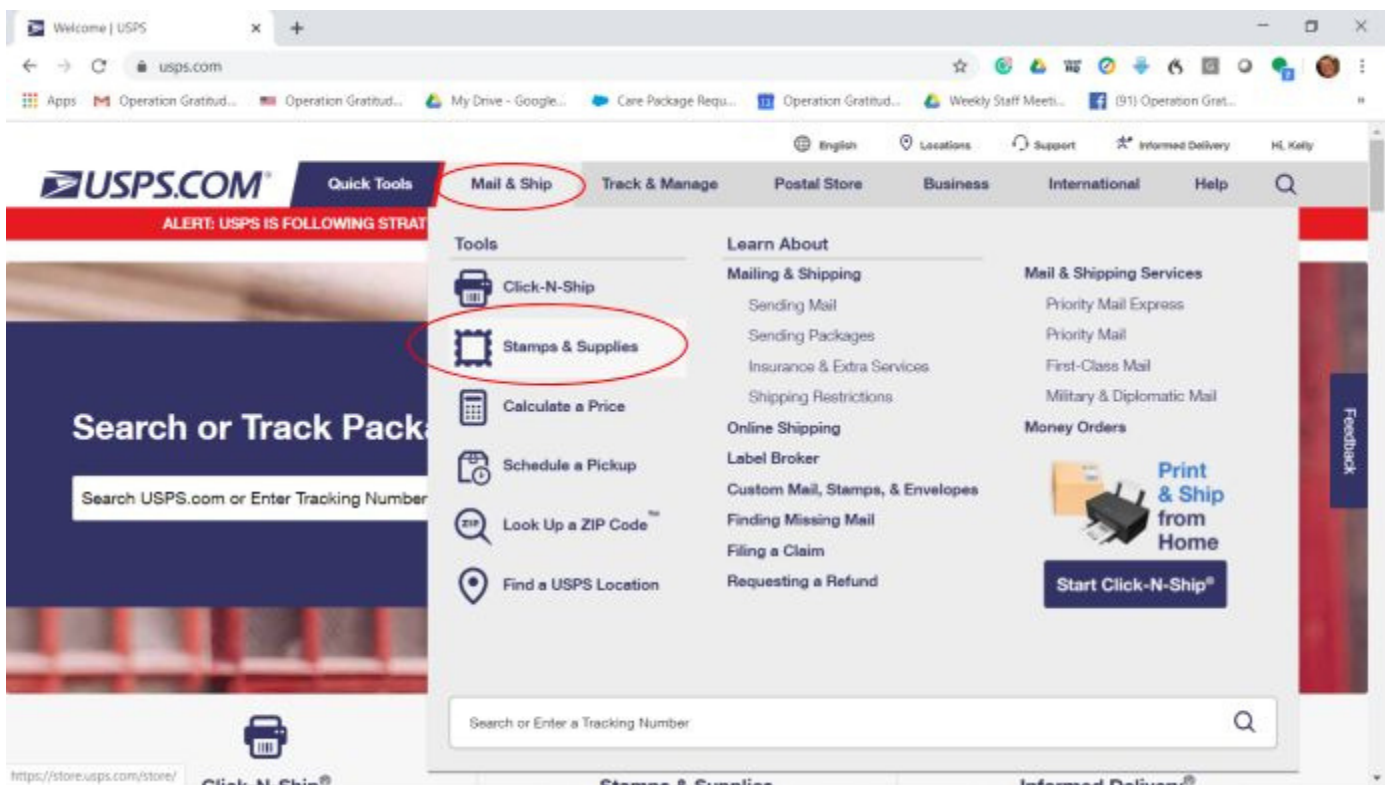
*Please be sure to fill out your [Product Donation Form](#) and follow instructions on printing and placing your Barcode Labels.

Begin by creating an account on the [USPS.com](https://usps.com) website.

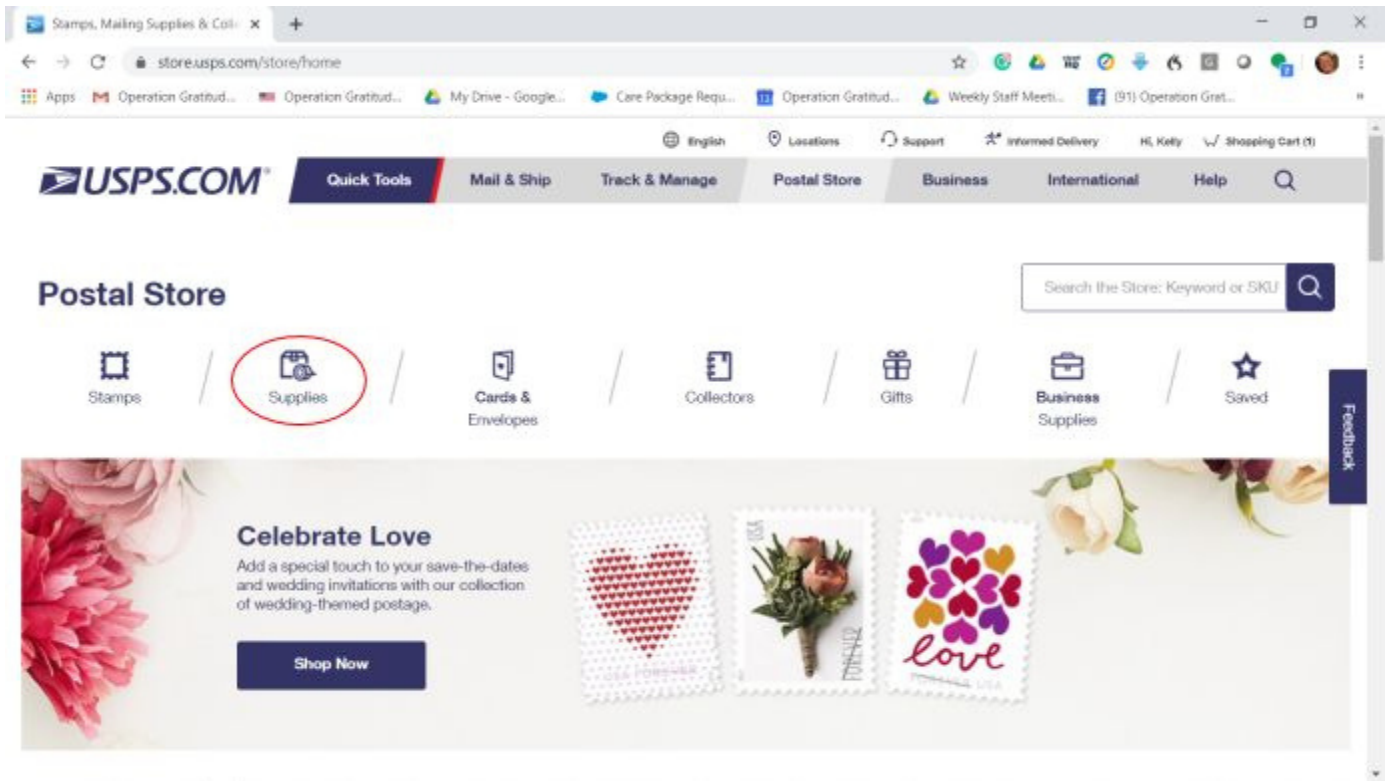
Once you are logged in, you can order Priority boxes, postage, and request a pickup.

Ordering boxes:

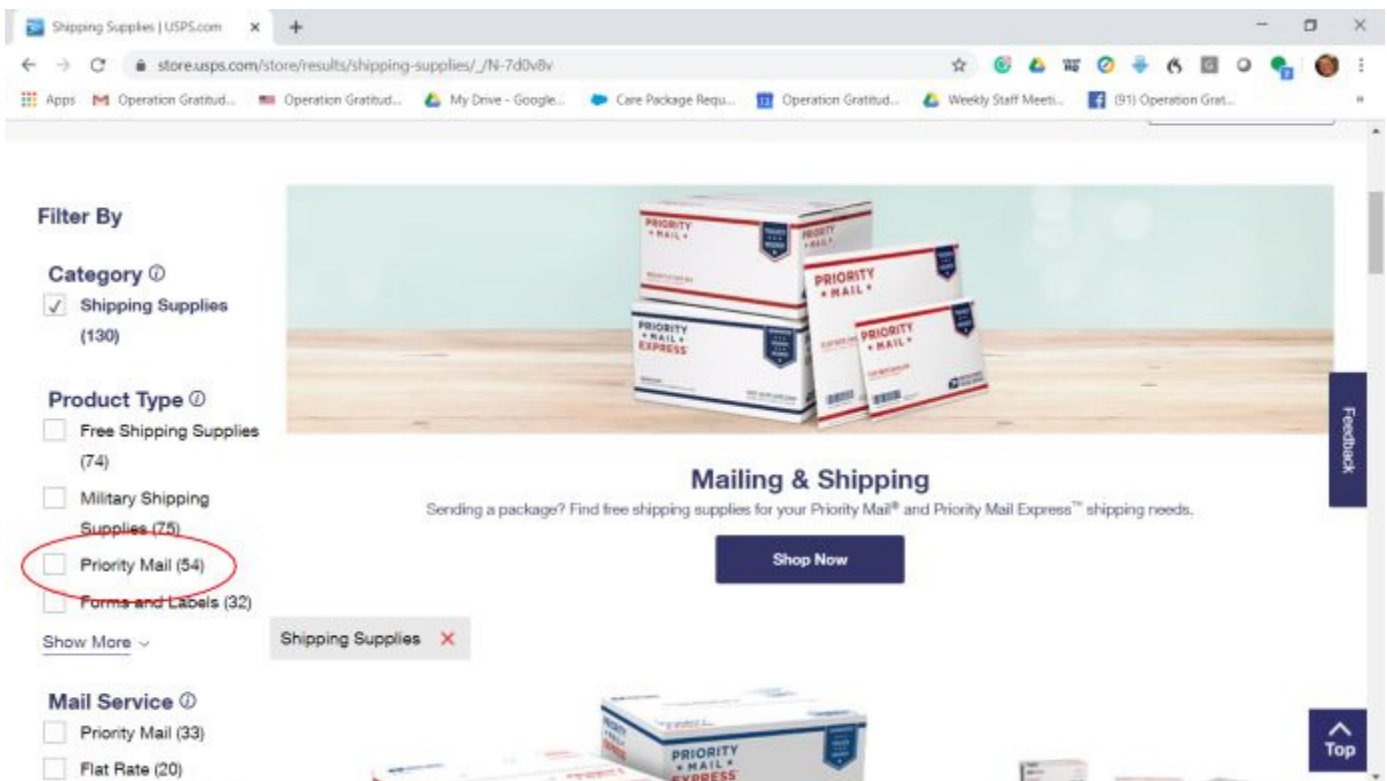
1. Go to the main page and hover your pointer over “Mail & Ship.” A drop-down menu will appear and click on “Stamps & Supplies.”



2. Click on “Supplies” at the top of the page.

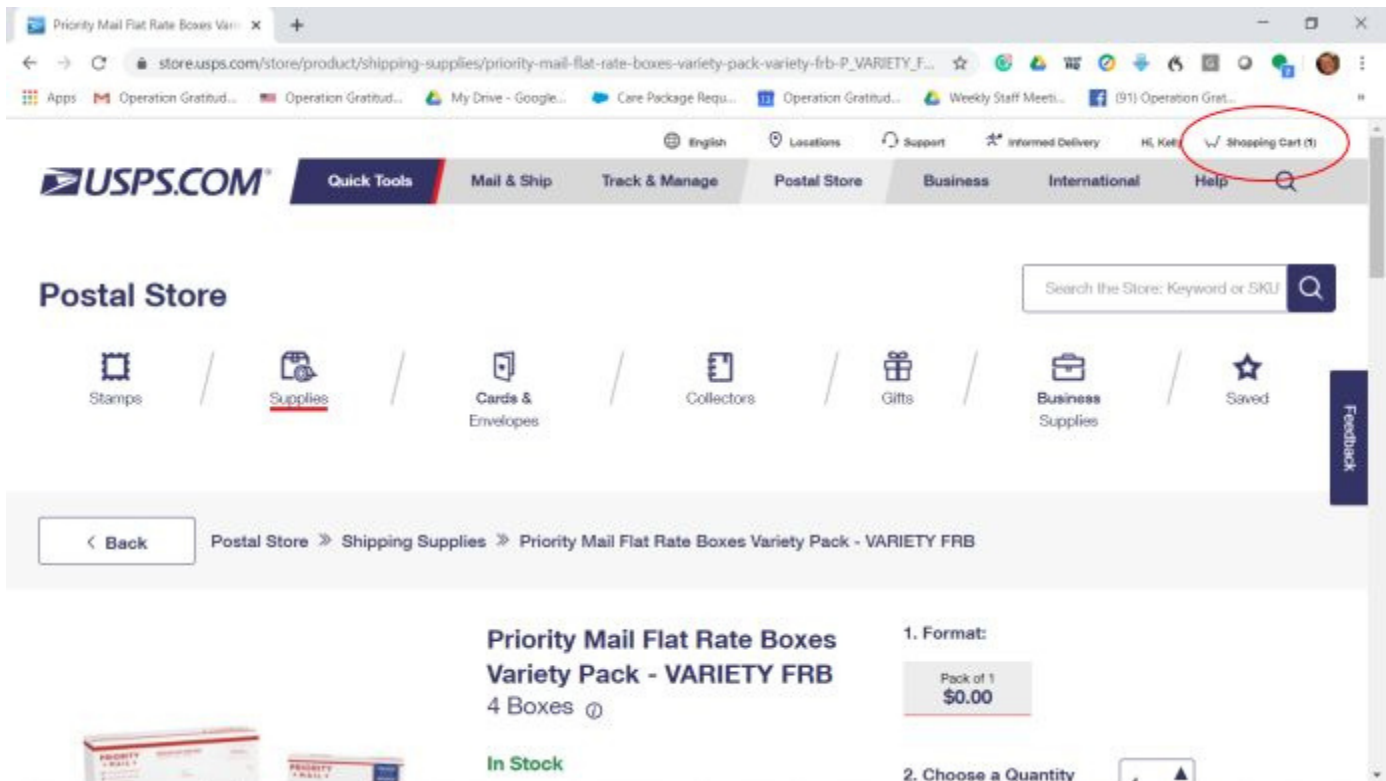


3. Click on “Priority Mail” and choose the size and number of boxes you need.



Tip: To lower the number of boxes needed, and save on postage, we suggest that you place your soft items in a vacuum bag to remove all of the excess air. You do not have to buy special vacuum bags, instead, you can put your items in kitchen size trash bags and insert your vacuum hose into the bag. Turn on your vacuum to remove the air, twist the bag, and tie it off to retain the vacuum.

4. Once you have selected your boxes, click on the “Shopping Cart” at the top of the page and fill out your shipping information. These supplies are free, but please don’t order more than you actually need.

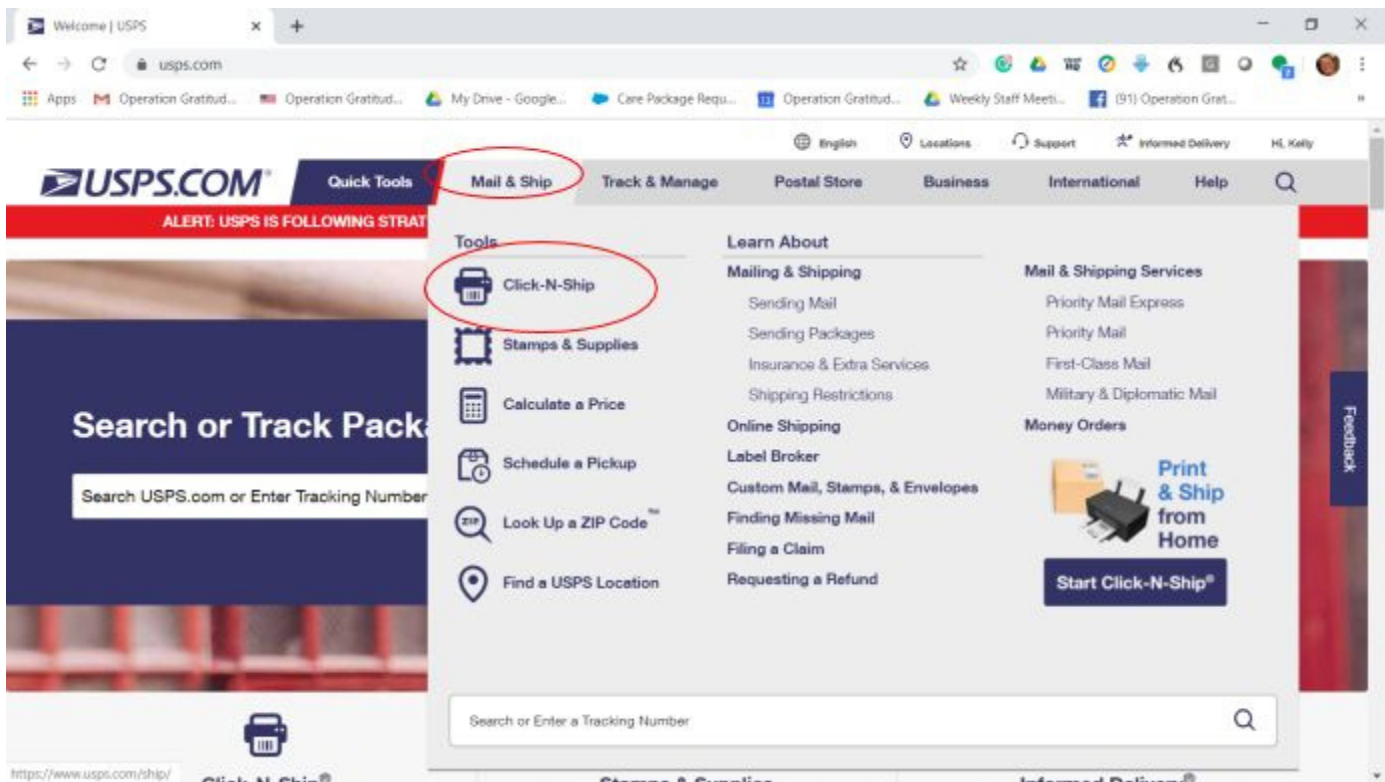


The boxes usually arrive within a few days, and now you’re ready to start the next step by printing your postage.

Printing postage

Just as you did when you ordered your boxes, sign in and start at the main page.

1. At the top, place your pointer over “Mail & Ship”, and then click “Click-N-Ship.”



2.Fill out the form with your address first and then our address under “Where are you sending your package.”

Our Address is:

Operation Gratitude
19748 Dearborn Street
Chatsworth CA 91311

USPS.com® - Create Shipping Label

Where are you sending to?

To Address

* Country
UNITED STATES

* First and Last Name and/or Company Name
* First Name M.I. * Last Name
Operation Gratitude

Company

* Street Address
19748 Dearborn Street

Apt / Suite / Other

* City
Chatsworth

* State
CA - CALIFORNIA

ZIP Code™
91311

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

Want to ship to multiple addresses? Start a batch.
Batch orders are used to send up to 20 multiple identical packages to different addresses.

Start a Batch Order

Tip: Be sure you save our address to your address book so that you don't have to retype the information each time you create a label.

3. Select your package details, by clicking on "I am shipping Flat Rate." Next, you'll also need to estimate the value of the contents of the box. Please note that anything under \$100 is free. Finally, you'll need to "Choose a Service Type," and in this case, you will select Priority Mail.

USPS.com® - Create Shipping Label - x

cms.usps.com/labelInformation.shtml

Apps | Operation Gratitude... | Operation Gratitude... | My Drive - Google... | Care Package Requ... | Operation Gratitude... | Weekly Staff Meeti... | (91) Operation Grat...

Enter a shipping date.

Choose a Shipping Date
Monday 03/16/20

Enter package details.

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

☐ Enter Package Weight
What if I don't know my package weight?

lbs. 02

☐ This package has a dimension measuring over 12".

Feedback

Enter package value.

Please enter a package value greater than zero.
\$

Maximum allowed is \$5,000.00

Select a service type.

Choose a Service Type
Priority Mail®

Selecting a Priority Mail® Flat Rate product or a Priority Mail Express™ Flat Rate product

PACKAGE TYPE | EXPECTED DELIVERY | SHIPPING PRICE

4. Once you have completed the above steps, scroll down and click "Next: Select a Service."

USPS.com® - Create Shipping Label - x

cms.usps.com/labelInformation.shtml

Apps | Operation Gratitude... | Operation Gratitude... | My Drive - Google... | Care Package Requ... | Operation Gratitude... | Weekly Staff Meeti... | (91) Operation Grat...

Maximum allowed is \$5,000.00

Select a service type.

Choose a Service Type
Priority Mail®

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.

| PACKAGE TYPE | EXPECTED DELIVERY | SHIPPING PRICE |
|--|--|----------------|
| Please enter the following to view available service options and prices. | | |
| | <input checked="" type="checkbox"/> Return Address | |
| | <input checked="" type="checkbox"/> Delivery Address | |
| | <input checked="" type="checkbox"/> Package Details | |
| | <input checked="" type="checkbox"/> Package Value | |
| | <input checked="" type="checkbox"/> Shipping Date | |
| Next: Select a Service | | |

Feedback

USPS.COM

HELPFUL LINKS | ON ABOUT USPS.COM | OTHER USPS SITES | LEGAL INFORMATION

5. Select the type of box/envelope you are sending.

USPS.com® - Create Shipping Label

Maximum allowed is \$5,000.00

Select a service type.

Choosing 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 \$1.00) from ZIP Code™ 92392 to 91311 on 03/16/2020.

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

Choose a Service Type

Priority Mail®

| PACKAGE TYPE | EXPECTED DELIVERY | SHIPPING PRICE |
|--|----------------------------------|----------------|
| <input type="radio"/> Priority Mail® Flat Rate Envelope 12-1/2" x 9-1/2" | March 19, 2020 // 2-Day Delivery | \$7.75 |
| <input type="radio"/> Priority Mail® Small Flat Rate Box 5-3/8" x 8-5/8" x 1-5/8" | March 19, 2020 // 2-Day Delivery | \$8.30 |
| <input type="radio"/> 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" | March 19, 2020 // 2-Day Delivery | \$15.05 |
| <input type="radio"/> Priority Mail® Padded Flat Rate Envelope 9-1/2" x 12-1/2" | March 19, 2020 // 2-Day Delivery | \$8.40 |
| <input checked="" type="radio"/> Priority Mail® Large Flat Rate Box 23-1/16" x 11-3/4" x 3" 12-1/4" x 12-1/4" x 6" | March 19, 2020 // 2-Day Delivery | \$21.10 |

Add insurance and extra

Insurance for packages valued up to \$500 FREE

Please Read our Privacy Policy and Terms of Use.

Privacy Act Statement: Your information will be used to facilitate online registration, provide enrollment capability.

Once selected, scroll to the bottom of the page and click “add to cart.”

6. On the next screen, you will see an overview of your request. If everything is correct, click the button “Next: Billing Information.” If you have more than one label to print, click “Create Another Label” and repeat the steps you just did.

USPS.com® - Review Shipping Label

Did you know you can request a refund online for unused Click-N-Ship® labels in your Shipping History? Click [here](#) to learn more.

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

| SHIPPING ADDRESS | PACKAGE INFO | SERVICE | PRICE |
|---|---|---|-----------------|
| (1 of 1) Edit Delete OPERATION GRATITUDE 9459 OWENSMOUTH AVE CHATSWORTH, CA 91311-6904 | Ship Date: 03/16/20 Value: \$1.00 From: 92392 | Priority Mail® 2-Day Large Flat Rate Box USPS Tracking® | \$21.10 Free |
| | | Label Total | \$21.10 |

Order Total (1) \$21.10

Create Another Label

Next: Billing Information

7. This will take you to the next page where you will enter your payment information. Be sure to mark the box agreeing to their terms and then click “Pay and Print.”

Global Payment | USPS

pay.usps.com/pay/checkout.html

Add New Card +

☐ VISA

☐ PayPal

☒ I certify that my mailing complies with all applicable laws and U.S. Postal Service® regulations and does not contain any prohibited, improperly prepared, or undeclared hazardous materials, as per the requirements set forth in Publication 52, Hazardous, Restricted, and Perishable Mail, the Domestic Mail Manual and the International Mail Manual (all available online at: <https://pe.usps.gov/>).

The mailing of Mercury is **PROHIBITED**. Failure to comply with this, or any other, prohibition can result in civil penalties up to \$100,000, plus the costs of clean-up and/or damages for each violation. Additionally some hazardous materials, including but not limited to firearms ammunition, fireworks, strike anywhere matches, and certain flammable liquids (e.g., pure acetone) are prohibited in the mail. As the mailer, you are responsible to know the mailability of your product.

Lithium metal and lithium ion batteries being shipped independently are prohibited from air eligible shipping services (e.g., Priority Mail, Priority Mail Express, and First-Class Package Service). Electronic products packed with or containing lithium batteries, such as cell phones, laptops, and e-cigarettes are subject to additional restrictions in both domestic and 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.

8. Once you click “Pay and Print,” the next screen will be your print screen. Choose to print the label with a receipt and you can keep it for your records. Click “Print Labels.”

USPS.com® - Print Shipping Label

ons.usps.com/checkout-complete.shtml?orderId=486551992

Create Label Preferences Shipping History Address Book SCAN Form

Thank you for choosing the United States Postal Service®.

Print Your Labels Now

You'll have until 11:59 PM Central Time of the Ship Date to print these labels.

☒ Print labels with receipt (1 label per page)

☐ Print labels without receipt (2 labels per page)

Adobe® Reader® v6.0 or higher is required to print or save.

[Download Adobe® Reader®](#)

Payment Confirmation

Transaction Number: 486551992 (Saved in Shipping History)

Account Number: 176229894

Charged to: VISA-1261

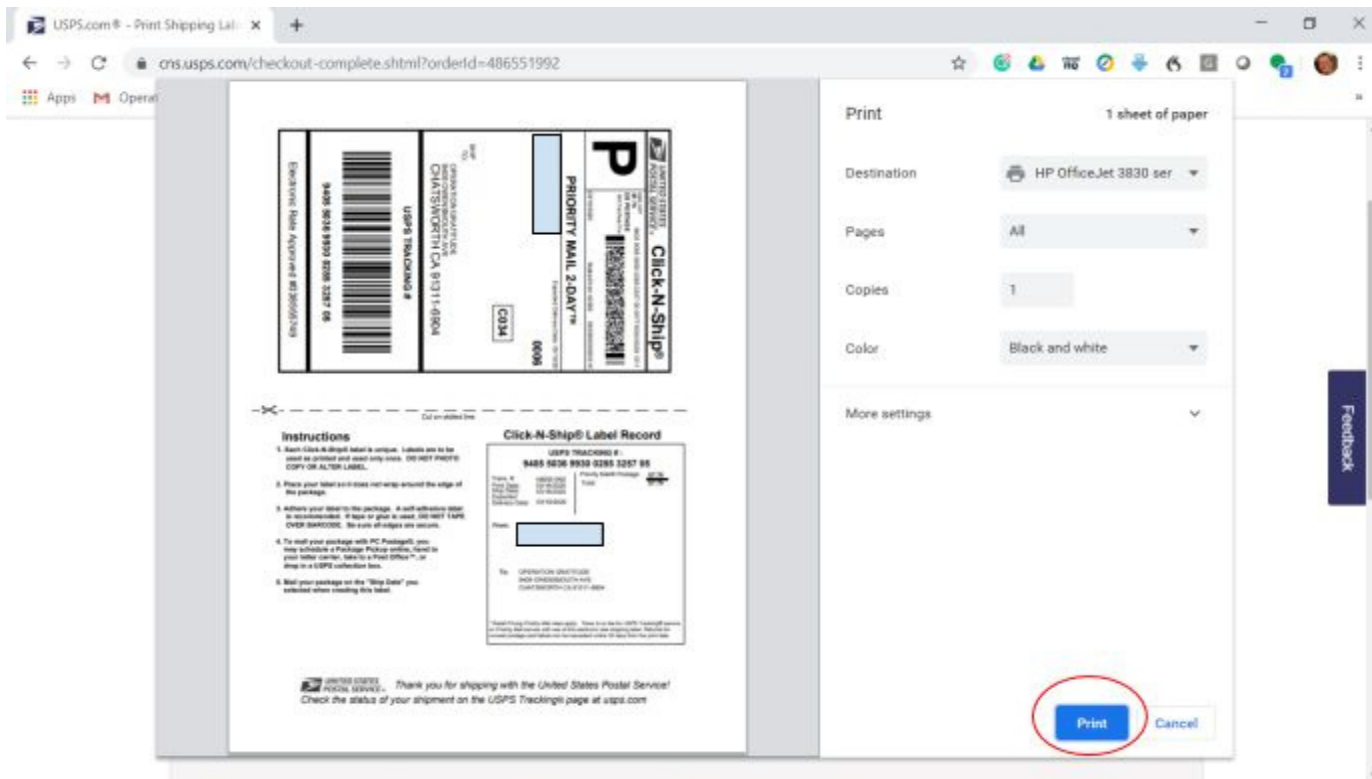
Order Total: \$7.76 (1 labels)

[Feedback](#)

All of your purchased labels

| | SHIPPING ADDRESS | PACKAGE INFO | SERVICE | LABEL NUMBER |
|--|---|---|--|------------------------|
| <input checked="" type="checkbox"/> (1 of 1) | OPERATION GRATITUDE 8409 OWENSMOUTH AVE CHATSWORTH, CA 91311-0804 | Ship Date: 03/16/20 Value: \$1.00 From: 92392 | Priority Mail® 2-Day Small Flat Rate Envelope USPS Tracking® | 9405603699300285328705 |

9. The final screen will show what your label will look like. Be sure your printer is on, has paper, and click “Print.”



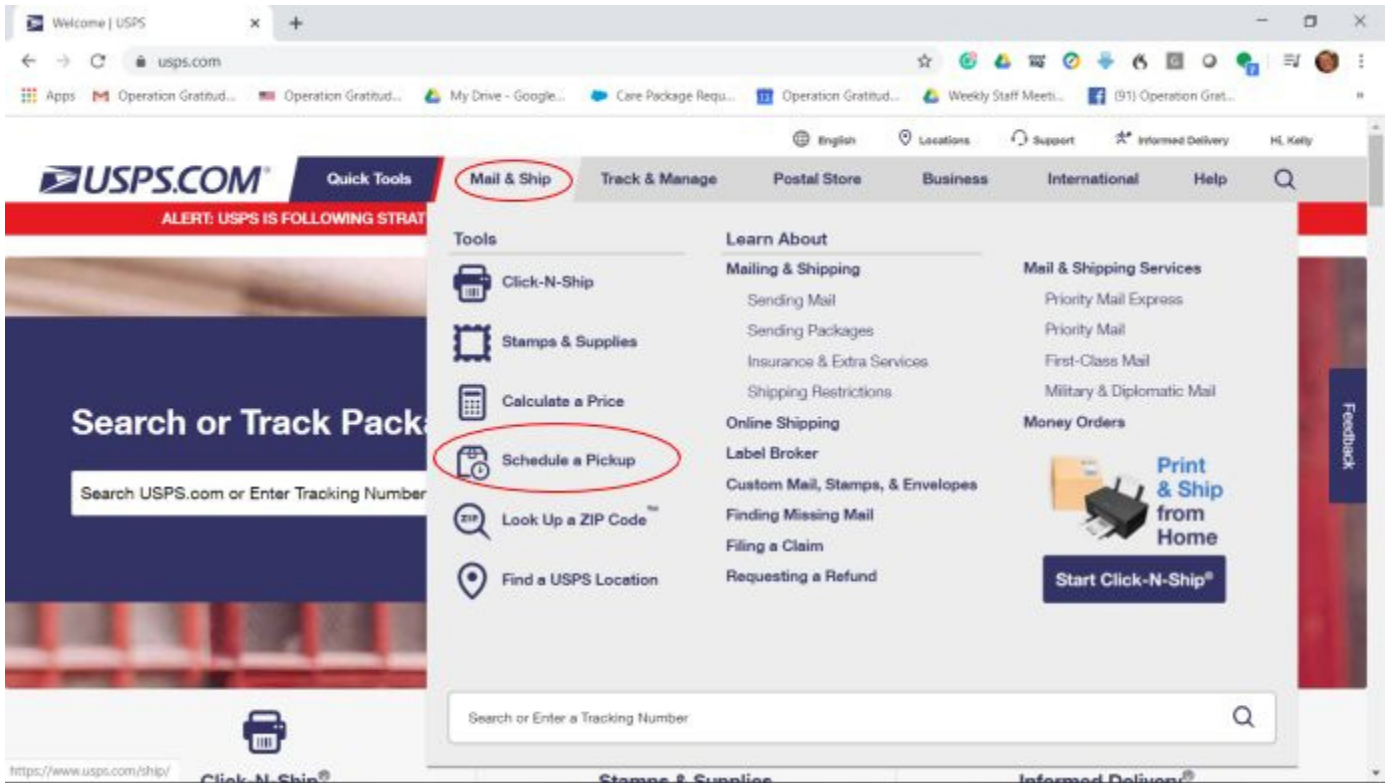
10. Once your label has printed, cut along the dotted line, tape the label to your box, and it's ready to be picked up!

Once you have your box filled and the label is attached, you can request a carrier pickup.

How to request a carrier pickup:

Be sure you are signed in to your USPS account and start at the main page.

1. Hover your pointer over “Mail & Ship” to see the dropdown menu and then click “Schedule a Pickup.”



2. Fill out the form with your own address.

A screenshot of the USPS 'Schedule a Pickup' form. The title is 'Step 1: Where should we pick up your package(s)?'. Below the title is a note: 'Tell us your pickup location and we'll verify the address is eligible for pickups.' The form contains several fields: a checkbox for 'This is a business address', fields for 'First Name', 'M.I.', and 'Last Name', a 'Street Address' field with '123 Main Street' entered, an 'Apt/Suite/Other' field, a 'City' field with 'City' entered, a 'State' dropdown menu with 'Select' chosen, a 'ZIP Code' field with '00000' entered, a 'Phone' field with '000-000-0000' entered, an 'Ext.' field, and an 'Email' field with 'email123@email.com' entered. A 'Feedback' button is on the right side. At the bottom, there is a privacy statement: 'Please be assured that we protect your privacy and will not share this information.' and a link to the 'Privacy Act Statement'.

3. Scroll down on the same page and click on “Check Availability.”

City Select 00000

*Phone 000-000-0000 Ext. *Email email123@email.com

Please be assured that we protect your privacy and will not share this information.

Privacy Act Statement
Your information will be used to provide Package Pickup service at the address and for the date that you request. Collection is authorized by 39 USC 401, 403, 404. Providing the information is voluntary, but if not provided, we may not process your request. We do not disclose your information to third parties without your consent, except to facilitate the transaction, to act on your behalf or request, or as legally required. This includes the following limited circumstances: to a congressional office on your behalf; to financial entities regarding financial transaction issues; to a U.S. Postal Service auditor; to entities, including law enforcement, as required by law or in legal proceedings; and to contractors and other entities aiding us to fulfill the service (service providers). Our [privacy policy](#) tells you more about our information practices when you provide personal information to us.

Check Availability

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No FEAR Act EEO Data

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4. The next screen will show the information you just entered and ask you to verify if it is correct. Also, be sure to note whether or not you have a dog.

Tell us your pickup location and we'll verify the address is eligible for pickups.

*Indicates a required field

Service Available

SHIPMENT PICKUP DETAILS [Edit](#)

NAME AND ADDRESS PHONE EMAIL

Is there a dog at this address? [?](#)

☐ Yes, there is a dog at this address. ☐ No, there isn't a dog at this address.

Please be assured that we protect your privacy and will not share this information.

Privacy Act Statement
Your information will be used to provide Package Pickup service at the address and for the date that you request. Collection is authorized by 39 USC 401, 403, 404. Providing the information is voluntary, but if not provided, we may not process your request. We do not disclose your information to third parties without your consent, except to facilitate the transaction, to act on your behalf or request, or as legally required. This includes the following limited circumstances: to a congressional office on your behalf; to financial entities regarding financial transaction issues; to a U.S. Postal Service auditor; to entities, including law enforcement, as required by law or in legal proceedings; and to contractors and other entities aiding us to fulfill the service (service providers). Our [privacy policy](#) tells you more about our information practices when you provide personal information to us.

Feedback

5. Scroll down to Step 2 and click the arrow to bring up the menu. Decide where you will leave the packages for the mail carrier to pick up, or if you'd like the mail carrier to ring your doorbell.

Schedule a Pickup | USPS

tools.usps.com/schedule-pickup-steps.htm

Step 2: Where will you leave your package(s)?

Place your packages in a secure location that is accessible by your carrier.

*Location of your packages

Select

- Select
- In/At Mailbox
- On the Porch
- Front Door
- Back Door
- Side Door
- Knock on Door/Ring Bell
- Mail Room
- Office
- Reception
- Other (additional instructions required)

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6. If you have any special instructions for the mail carrier, please be sure to add a message (ie: keep the gate closed, knock loudly, etc).

Schedule a Pickup | USPS

tools.usps.com/schedule-pickup-steps.htm

Postal Service auditor; to entities, including law enforcement, as required by law or in legal proceedings; and to contractors and other entities aiding us to fulfill the service (service providers). Our [privacy policy](#) tells you more about our information practices when you provide personal information to us.

Step 2: Where will you leave your package(s)?

Place your packages in a secure location that is accessible by your carrier.

*Location of your packages

On the Porch

Enter any additional instructions ⓘ

255 characters remaining

Step 3: When should we schedule your pickup?

Choose a Time.

Your carrier can pick up your shipment for free during your regular mail delivery. You can also schedule a pickup at a specific time with our Pickup On Demand [service](#).

Feedback

Top

7. Continue down the page to schedule the time for your pickup. We suggest that you have your packages picked up during your mail carrier's regular delivery time because it's FREE!

Schedule a Pickup | USPS

tools.usps.com/schedule-pickup-steps.htm

200 characters remaining

Step 3: When should we schedule your pickup?

Choose a Time.

Your carrier can pick up your shipment for free during your regular mail delivery. You can also schedule a pickup at a specific time with our Pickup On Demand premium paid service.

☒ Pick up during regular mail delivery. \$0.00

☐ Pick up at a specific time. \$24.00 per pickup

To use our Pickup On Demand premium paid service, create or sign in to a [USPS.com account](#).

[Feedback](#)

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8. Continuing down the page, you'll need to choose what day you would like them to pick up.

Schedule a Pickup | USPS

tools.usps.com/schedule-pickup-steps.htm

Choose a Day.

You can schedule pickups Monday-Saturday. You can also schedule pickups over multiple days or at regular intervals if you create or sign in to a [USPS.com account](#).

March 2020

| Su | Mo | Tu | We | Th | Fr | Sa |
|----|----|----|----|----|----|----|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

April 2020

| Su | Mo | Tu | We | Th | Fr | Sa |
|----|----|----|----|----|----|----|
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | | |

May 2020

| Su | Mo | Tu | We | Th | Fr | Sa |
|----|----|----|----|----|----|----|
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

[Feedback](#)

[Clear Selected Dates](#)

Calendar Key: Selected Unavailable Available

[See Full Calendar Year >](#)

USPS.COM

[Top](#)

9. Continuing down the page, you'll need to note how many Priority packages you have, how many packages in total (if you are also shipping First Class or other packages that already have postage on them), and finally the weight of all of your boxes combined. You are not required to have the exact weight. Just approximate what you are shipping.

The screenshot shows the USPS 'Schedule a Pickup' page at the URL tools.usps.com/schedule-pickup-steps.htm. The page is titled 'Step 4: How many packages are we picking up?'. Below the title, it says 'Please indicate the quantity in each box. We can pick up any of the types of packages listed below.** ⓘ'. There are two columns of input boxes. The left column has 'Priority Mail Express®', 'Priority Mail®', and 'First-Class Package Service®'. The right column has 'Returns', 'International', and 'Other'. Each box contains the number '0'. A red circle highlights the 'Priority Mail®' box. Below this is a 'Pickup Summary' section. It shows 'Total Number of Items: 0' with a red circle around the '0'. Below that is a field for 'Estimate the total weight:' with a red box around it, containing '0' and 'lbs'. Below the weight field, it says 'Round the estimated total weight to the nearest pound.' and a disclaimer: '**Make sure your package has sufficient postage to cover shipping and extra services. We cannot accept items over 70 lbs or 130". And mailpieces weighing more than 10 oz bearing only stamps as postage are not eligible for pickup.' On the right side of the page, there is a 'Feedback' button and a 'Top' button.

10. Finally, check the box "I have read, understand, and agree to the Terms & Conditions," and click "Schedule a Pickup."

The screenshot shows the final step of the USPS 'Schedule a Pickup' process. The 'Total Number of Items' is now '1'. The 'Estimate the total weight:' field now contains '1' and 'lbs'. Below this, there is a checkbox labeled 'I have read, understand, and agree to the Terms & Conditions' which is checked. Below the checkbox, there is a disclaimer: 'Be sure to place your package(s) in a secure location for pickup. The United States Postal Service® bears no liability for lost, stolen, or damaged packages. The USPS® is also not responsible for service delays when the package has incorrect postage, incomplete postage information, or is otherwise not ready for shipment.' Below the disclaimer is a red box containing a blue button labeled 'Schedule a Pickup'. At the bottom of the page, there is a footer with links for 'HELPFUL LINKS', 'ON ABOUT USPS.COM', 'OTHER USPS SITES', and 'LEGAL INFORMATION'. The USPS logo is also visible in the footer.

Congratulations! You have now ordered your boxes, printed your postage, and scheduled your pick up all from the comfort of your home!

Thank you for your generous support of Operation Gratitude and "Thanking All Who Serve!"