

## 2021 SHIPPING INSTRUCTIONS

### Bongolo Hospital, Lebamba, Gabon

*The shipments usually go out in March. However, this year because of Covid we are asking you to have your packages arrive between April 1st and 14<sup>th</sup> (no sooner).*

1. The packages should be no larger than a total of 72 inches (length + height + width) unless you have special permission. Please limit different types of items to 3-4 per box and put each type of item in its own plastic bag for easier sorting at the hospital.
2. Please limit boxes to 50 lb. and if you are sending heavy boxes, please use heavy duty shipping boxes as lighter duty boxes often will rip if they are very heavy/packed with multiple OR/ delivery table covers/sheets/scrubs.
3. Send the boxes to: ARK Transportation - Bongolo Hospital, 17830 Englewood Drive, Ste. 23 Middleburg Heights, OH 44130-3485 between **April 1 and 14th**.

(\*\* If you plan on driving the packages to the port, please contact George Hurst to arrange a time to drop it off at ARK Transportation. His phone number is 440-891-0088; e-mail [georgeh@arktrans.com](mailto:georgeh@arktrans.com))

4. Please consider ordering medications/vitamins online. Walmart.com and Amazon.com have good prices and offer free shipping (depending on cost of your order) to the warehouse. Linda Chae will email you when your order arrives at the warehouse and tell you the shipping cost to send your items on to Bongolo. If you do that, please send us an e-mail with the details of what is coming. Be sure it will get to ARK Transportation from April 1-14th.
5. Please e-mail Gabon's shipment coordinator, Linda Chae at [linda.chae@att.net](mailto:linda.chae@att.net) and a copy to me, Coleen Lofgren [coliemark@gmail.com](mailto:coliemark@gmail.com) with the following information:

- Church and address: make sure you put the address too. Some churches have the same name as others in another state.
- Contact's name, phone number and e-mail address
- Total number of boxes sent. Please label each box by letter and numbers, for example, if your church is in Plain View, Iowa and you're sending 2 boxes, you might choose PVIA#1, PVIA#2. Please include the two-letter state abbreviation in your label as there are a lot of churches with the same name such as First Alliance Church.
- The dimensions rounded to the nearest inch and the cubic feet of each package (multiply the height, length and depth in inches and divide by 1728)
- Category of items as one of the following: personal effect, medicine, medical equipment or food.
- List the items and quantities. You can group items together. For example, instead of listing 23 3" rolled bandages and 23 5" ones, just put 46 rolled bandages. Linda C. will price the items, so you don't have to do that.

(\*\*In your e-mail to us, indicate that you are sending the money for shipping. See below.\*\*)

6. The Gabon field has determined that the cost of the shipment overseas and down to the Bongolo Hospital is **\$15 per cubic foot**. We ask you to send that amount for your packages to the Finance **Department of the Christian and Missionary Alliance (8595 Explorer Drive, Colorado Springs, CO. 80920)**. On the check memo write Bongolo Hospital Med Supp. /Shipping account number 09037-4340. On the letter you send, please give the name and address of your church or if you are sending it personally, send your name and address.

Please let other churches know about the shipment. This shipment information will be on the [Alliance Women website](#).

Once again, thank you for your generous giving!

Coleen Lofgren for the Bongolo Hospital