



“Postal News You Can Use”



Package Preparation Tips

- Ensure to enclose addresses of sender and recipient inside articles.
- Ensure address labels on articles are securely affixed; especially on duffle bags and/or footlockers.
- Address only one side of your mail.
- Cover up or black out all old labels and markings if you are reusing a box.
- Place enough cushioning around your items.
- Tape your box shut and reinforce the seams with 2” wide tape. Use clear or brown packaging tape; no cellophane or masking tape.
- Ensure a complete customs form is attached.

[For further information, please contact your local post office](#)