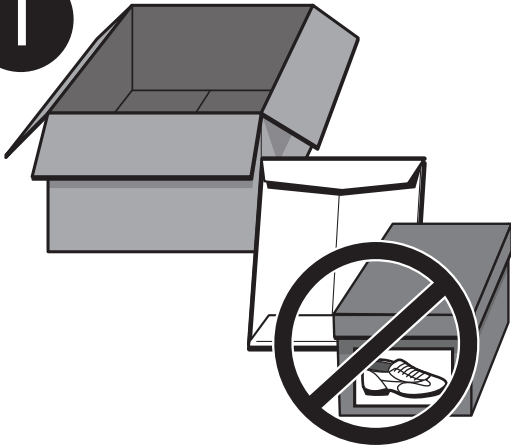


# Instructions for Returning Boxed Materials to Measurement Incorporated

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## 1. Find a Sturdy Corrugated Box

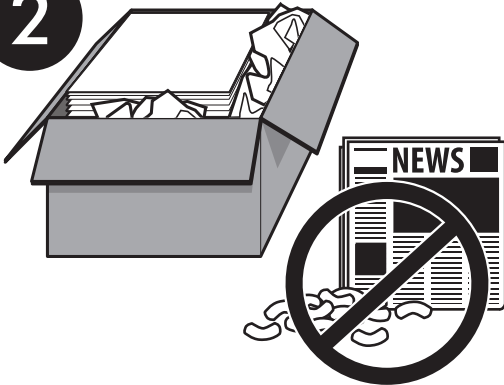
Use the boxes in which the test materials were delivered from Measurement Incorporated. FedEx Paks are provided in this coordinator kit for small shipments.

If you no longer have this box, use a new or “almost new” corrugated box.

**Do not** use the following for shipping your test materials back:

- Printer paper boxes
- Gift boxes
- Shoe boxes
- Refrigerator boxes
- Shipping envelopes

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## 2. Fill the Box

If you are unable to fill a box completely, add crumpled paper to protect test documents during shipping.

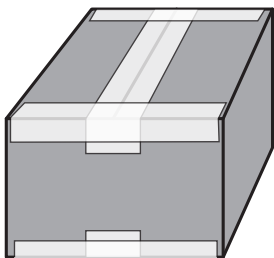
You may also use the following:

- Cardboard pieces
- Bubble wrap
- Styrofoam

**Do not** use newsprint to protect test documents, or packing peanuts.

**Note: Box SCORABLE and NONSCORABLE materials SEPARATELY.**

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## 3. Tape the Box Securely

To ensure that a box is securely closed, apply three strips of tape to both the top and the bottom of the box in an “H” pattern as shown.

Use pressure-sensitive plastic or nylon-reinforced tape that is at least 2” wide.

**Do not** use:

- Masking tape
- Cellophane tape
- Duct tape
- String or rope to seal boxes.

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## 4. Use Proper Labeling

Use the FedEx return labels provided by Measurement Incorporated in this coordinator kit.

- After removing or crossing out any old address labels from the box, place the shipping label on the top of the box.
- Place one scorable or nonscorable label on the side of each box.

**Note: Do not cover tape with the shipping labels.**