

HOW TO COMPLETE AN ONLINE CUSTOMS FORM

(You must complete a new form for each box because the bar code changes)

Directions to complete Custom Forms on line:

- Go to www.usps.com
- In Search Box – type **Fill out Custom Form On Line** – click
- Click on box titled **Custom Forms**
- Complete **Sender Information and Recipient Information** – I use all capitals.
- Under **Recipient Information**
 - a. Select a **Destination** : Scroll to **United States**
 - b. Fill in just like on the address label.
 - c. *City/APO/FPO/DPO type in **APO AE**
 - d. Select a **State** – Scroll down to bottom and click on **AP**.
 - e. Enter weight – don't forget what you wrote down
- Select a **Service**
 - a. Scroll down to the **Large Flat Rate Box – 12x12x5 1/2**
 - b. Click on **Enter Customs Information**.
- **Non-delivery option** – Select **Treat as Abandoned**
- Enter **Package Information** – Select One: **gifts**
- **Contents Description** – enter **CATEGORIES** such as books, magazines, food, clothing
- Enter item information such as chips, socks, book – don't write too much or the system becomes overloaded.
- **Item Value** – round up to the nearest dollar such as **\$60**

- **Quantity – write only the number “1”, if not, the computer doubles the Value, Weight and Quantity.**
- **Enter weight – it needs to be the exactly what you wrote earlier**
- **Add Items – SKIP**
- **Next: Review & Print**
- **Staple and cut all 5 pages**
- **Sign and date the top 3 pages**
- **Place Custom Form in envelope**
- **Peel the back of the envelope off and attach to box (see sample box)**
- **Put the unit address on the box.**
- **Affix 2 return address labels to the box.**

You will bless our troops!