EQUIPMENT AND SUPPLY:
PROCESS FOR CONTAINER ORDERS*

1. A request for an application from the proposed organization- An email to smcmillan@mission-outreach.org requesting an application.
2. The requesting organization returns the completed application to smcmillan@mission-outreach.org preferably within one month of receiving application.
3. Mission Outreach processes the application for approval.
4. Once the application is processed, an agency reference number and password will be assigned to allow access of our on-line inventory "view only" (items can be selected and placed in the cart but will not be secured for that order until the deposit is paid and access is changed to allow for submission of the order). A conference call will be scheduled to discuss the time line for completion. The Port of entry will be determined and then a shipping quote can be obtained.
5. At this time the inventory access will be changed to allow for submission of the orders placed.
6. A Shipping and Handling Invoice is generated and sent to the accounting department for processing. An invoice will then be sent to the organization, less any deposited amount.
7. Shipping and handling invoice is paid by requesting organization.
8. Final contents confirmed by Mission Outreach and the requesting organization/recipient.
9. Container/items ship from Mission Outreach.

*Shipping Containers (40' and 20') and pallets or pieces of equipment

P.O. BOX 1665, Springfield, IL 62705
Phone: (217) 525-8843 Fax: (217) 523-4742
www.mission-outreach.org

Explanation of Responsibilities

Requesting Organization Responsibilities:	
Shipping Costs	Actual Costs
Handling fee	$7,000.00 per 40' container or $3,500.00 per 20' container (for items donated from Requesting Organization or outside entities)
Additional Items (does not apply to pallets ***in a container***)	$310 per 4' x 4' x 8' pallet of items donated by Mission Outreach (a pallet is roughly 70 boxes or 500 lbs.)
Pick-up of Items	Standard mileage reimbursement plus $55/hour
Consignee/Notify Info.	Provide Mission Outreach with the Consignee and Notify Party
Customs Clearance	You and your in-country partners are responsible for insuring that the appropriate customs and import documents are completed to allow for customs clearance in the recipient country.
Fees	You and your in-country partners are responsible for ALL fees incurred in the receiving country (e.g. customs fees, duty fees, storage fees, transportation costs, etc.)
Fees, VAT and Duty	You or your in-country partner will be responsible for all Customs, Duty, VAT and other fees which might be levied in the receiving country.
Mission Outreach Responsibilities:	
Packing	Items will be packed appropriately to protect during shipping.
Quality Control	Mission Outreach will inspect all items to assess presence presence of necessary components, cleanliness, functionality and quantity.
Technical Assistance	Mission Outreach will provide orientation and instruction to support self-service ordering through our on-line inventory
Freight Forwarding	Mission Outreach works in conjunction with freight forwarders to provide the best value for shipping from Springfield to the port designated by the requesting organization.

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