



HOSPITAL SISTERS MISSION OUTREACH

Hand Carry Donation Process

1. An application and recipient agreement will be sent to the requesting organization that needs to be completed and returned to smcmillan@mission-outreach.org
2. Mission Outreach processes the application.
3. Once processed, Mission Outreach will assign an agency reference number and password to access the on-line inventory to select items for the order.
4. A minimum of **one month is preferred to the need by date for pickup or delivery of orders to allow for picking and packing the order.**
5. When the order is complete a picking list will be sent for final approval and a shipping and handling fee quote can be provided.
6. An invoice will be generated for the shipping and handling fees and processed through the accounting department for payment.

EXPLANATION OF RESPONSIBILITIES

Requesting Organization Responsibilities:

Shipping/Mailing Costs

Actual Costs

Handling Fee

A base fee of \$30.00 will be applied and orders will be processed at \$2.00/pound effective July 1, 2017.

Mission Outreach Responsibilities:

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

Packing	Items will be packed appropriately to protect during shipping.
Visual Inspection	Mission Outreach will visually inspect all items donated to assist in determining that all components are present to make the equipment functional.
Additional Items	Mission Outreach will provide requested additional items as available.
Shipping/Mailing	When needed, Mission Outreach will attempt to get the best price for shipping/ mailing from Springfield to the address designated for delivery by the requesting organization.