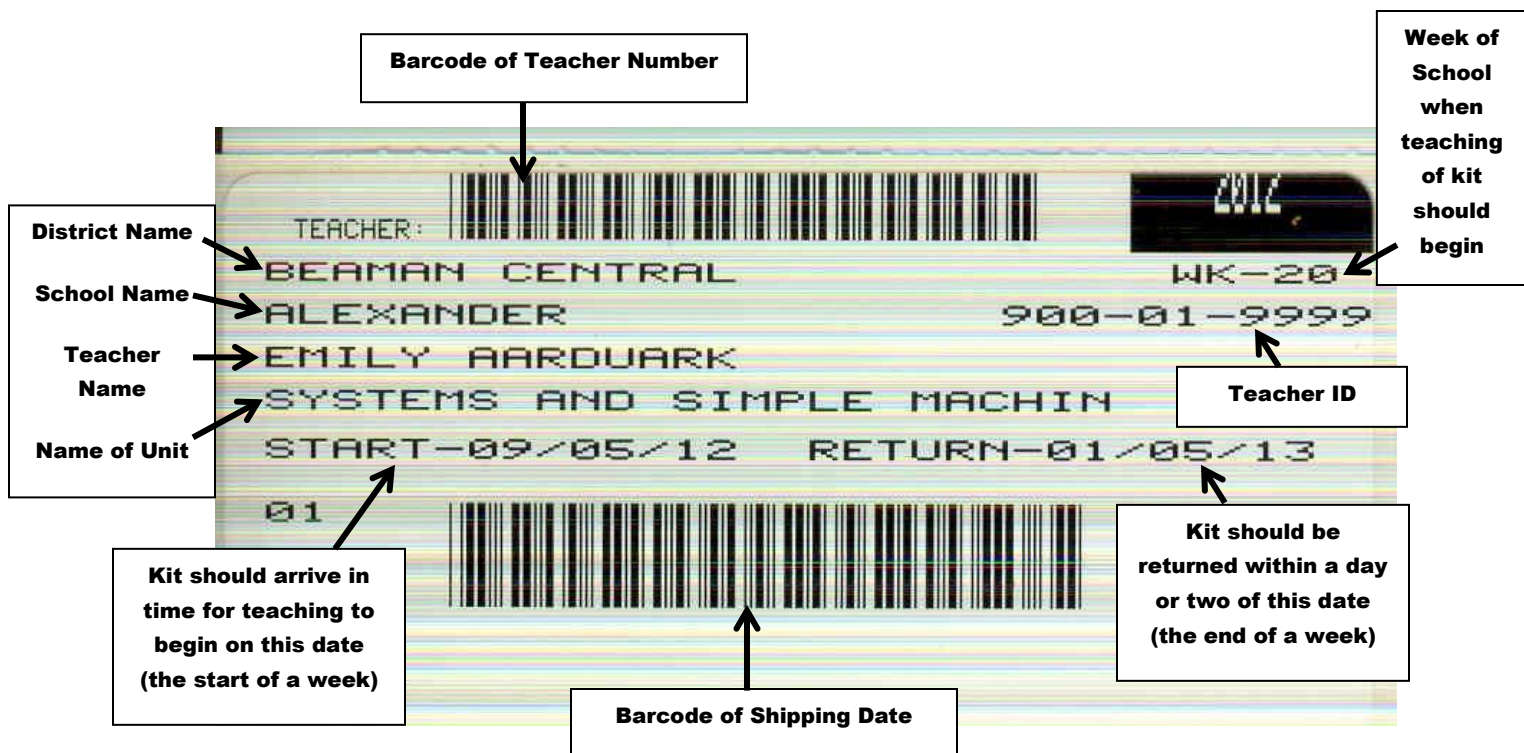


## How to Read the Shipping Label on my Kit

Shown below is a typical ESP shipping label. This label will be on the yellow ESP box that may be inside a brown shipping box. **(If you receive a brown shipping box, keep it! You will need to use it to ship back your kit.)**

On the shipping label, there is a variety of important information.

1. First, you will notice that your information will be listed on the label, including the **district name, school name, teacher name, and the name of unit.**
2. To the right of the information in #1 is that teacher's **Teacher ID Number.**
3. Directly above the Teacher ID Number is the week of the school year when the teaching of the unit should begin.
4. Right under the information listed in #1, the **start date and return date** for the kit is noted. Please return the kit within a day or two of the return date listed.



## How to Do I Know if my Kit Has More Than One Box?

Within each unit is an inventory sheet. It can be found with the other printed materials in the kit. Please use the inventory sheet when you first receive your kit to make sure that you have received all the items needed to complete the unit. ***Supplies for several of our kits come in two or more boxes.*** If a unit has two or boxes of supplies, there will be either an A or a B (and sometimes C or D) following the Serial Kit ID number (i.e. 306A, 306B)

However, if the supplies for the unit come in only one box but a box of goggles, a gray tray, live materials, soil, geo blocks or doweling are also shipped with this unit, there will not be letter following the Serial Kit ID number on the yellow box for that unit.

