

# SHIPPING INSTRUCTIONS

## Bongolo Hospital, Lebamba, Gabon

1. The packages should be no larger than a total of 72 inches (length + width + height), unless you have special permission. Please limit different types of items to 3-4 per box. Please put each type of item in its own plastic bag for easier sorting at the hospital. Try to use a sturdy box and fill it completely.
2. Send boxes to: ARK Transportation  
% Gabon Shipment: Bongolo Hospital, Suite 23  
17830 Englewood Drive  
Middleburg Heights, OH 44130

Shipments go out once or twice a year. **(If you send me your email address, I will let you know the date of each shipment.)** Each time I will let you know what the most urgent needs are and when you should send your package(s). There is usually only 6-8 weeks before you need to have them to the port, so go ahead and start working on the items you know we need.

3. Please e-mail the following information to Gabon's shipment coordinator, Linda Chae ([linda.chae@att.net](mailto:linda.chae@att.net)) and a copy to me, Coleen Lofgren ([coliemark@gmail.com](mailto:coliemark@gmail.com)).
  - Church name and address
  - Contact's name, phone number, and e-mail address
  - Total number of boxes sent (Please label each box by letter and numbers; for example, if your church is in Plain View, Iowa, and you're sending 2 boxes, you might choose PVIA#1, PVIA#2. Please include the two-letter state abbreviation in your label as there are a lot of churches with the same name (ex. First Alliance Church).
  - The dimensions of your boxes rounded to the nearest inch (ex., 7.75", round to 8") and the cubic feet of each package (multiply the height, length, and depth in inches and divide by 1728)
  - Category of item as one of the following: personal effect, medicine, medical equipment, or food. **If you have medication in your package, write "med" on the outside of the package.**
  - List the items and the quantity. You can group some items together (ex., instead of listing 23 3" rolled bandages and 23 5" ones, just put 46 rolled bandages). Linda Chae will price the items, so you don't have to do that.
  - If you would like to order some of the supplies you want to send to Bongolo Hospital (ex., a case of Tums antacids), here is what you can do: Find a place like Amazon, which gives you free shipping, and have it sent directly to ARK Transportation. Then send Linda and Coleen the list of contents. Use the shipping address above for ARK Transportation.

4. The Gabon field has determined that the cost of the shipment overseas and down to Bongolo Hospital is **\$15 per cubic foot**. We would ask you to send that amount for your packages to the **Finance Department of the Christian and Missionary Alliance (8595 Explorer Drive, Colorado Springs, CO. 80920)**. On the check memo write: "*Bongolo Hospital Medical Supplies/Shipping - account number 09037-4340.*"

5. If you have items that you think might be useful but are not on the list, please e-mail me or call me.

Bongolo Hospital Donations Coordinator,  
Coleen Lofgren  
218-245-2706  
[coliemark@gmail.com](mailto:coliemark@gmail.com)

6. Please let other churches know about the shipment!