

## SHIPPING INSTRUCTIONS 2024

### Bongolo Hospital, Lebamba, Gabon

**All packages should arrive between Jan. 22 and Feb. 5**

1. Please limit different types of items to 3-4 per box, and 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. Please label each box by church, state abbreviation, and box number out of total boxes (i.e., First Alliance NE, #1 of 8).
3. Send boxes to:  
Vickie Sutton  
Christ Community Church  
Attn: Bongolo Hospital Gabon Container  
404 South 108<sup>th</sup> Ave.  
Omaha, NE 68154
4. **As soon as your boxes are sent**, please fill out the **box contents form** (<http://www.mdcma.org/forms.html>) and email it to Vickie Sutton ([vickies@cccomaha.org](mailto:vickies@cccomaha.org)), Eric Hofman ([erichofman12@gmail.com](mailto:erichofman12@gmail.com)), and a copy to Coleen Lofgren ([coliemark@gmail.com](mailto:coliemark@gmail.com)) with the following information:
  - Church name and address
  - Contact's name, phone number, and email address
  - Total number of boxes sent
  - For each box list the following:
    - The dimensions: height, length, and width to the nearest inch.
    - The contents by item, quantity, and price. If you do not know the price for handmade items, Eric Hofman will do that.

**It is very important that we receive your email before your boxes arrive.**

5. 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 (6421 E Main St, Reynoldsburg, OH 43068)**. On the check memo write: *"Bongolo Hospital Medical Supplies/Shipping account."*
6. **If you are having medications or other items sent from Amazon, please be sure to ship the items to:**  
Sally Frick  
Attn: Gabon Container – Church Name and City  
1875 N 150<sup>th</sup> Plaza  
Omaha, NE 68154-1055

As soon as the items are ordered, send an email to Vickie, Eric, Coleen (see #4 above), and Sally Frick ([sjfrick76@gmail.com](mailto:sjfrick76@gmail.com)) with the following information:

- Church name and address
- Contact's name, phone number, and email address
- Detail of what was ordered (DO NOT forward the order confirmation email from Amazon, as it does not include a detailed list of what was ordered).
- Once the order has been received and processed, you will then receive an email from one of us with the cubic feet dimensions of your order so you will know how much to pay for overseas shipping.

7. If you have items you think might be useful, but are not on the list, please email Coleen Lofgren (coliemark@gmail.com) or call 218-245-2706; mailing address is 41366 Scenic Highway, Bovey, MN 55709.
8. Please let other churches know about the shipment. Thank you for your generous giving!