



# 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](mailto: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 required prior 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.

<b><u>EXPLANATION OF RESPONSIBILITIES</u></b>	
<b>Requesting Organization Responsibilities:</b>	
<b>Shipping/Mailing Costs</b>	<b>Actual Costs</b>
<b>Handling Fee</b>	<b>A base charge of \$30.00 will be applied to all hand-carry orders. Orders will be charged \$1/pound. • \$310 per 500 Lbs.</b>
<b>Mission Outreach Responsibilities:</b>	

<b>Packing</b>	Items will be packed appropriately to protect during shipping.
<b>Visual Inspection</b>	Mission Outreach will visually inspect all items donated to assist in determining that all components are present to make the equipment functional.
<b>Additional Items</b>	Mission Outreach will provide requested additional items as available.
<b>Shipping/Mailing</b>	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.