

# Assembly & Shipping Instructions

## Hygiene Kit Materials

- One hand towel (15 x 25 –17 x 27 inches)
  - No kitchen, cleaning, or microfiber towels
  - One washcloth
  - No kitchen, cleaning, or microfiber towels
- One comb
  - Must be sturdy with at least 6 inches of teeth
  - No pocket combs or picks
  - Rattail and combs without handles are acceptable but must have at least 6 inches of teeth
- One toenail or fingernail clipper
  - No emery boards or metal nail files
- Bath-size soap (3 oz. bar or larger)
  - No Ivory or Jergen's soap
  - Do not remove from packaging
- One adult toothbrush
  - Do not remove from packaging
  - Personal advertising not acceptable
- 10 adhesive bandages (¾ by 3 inches)
  - Common household bandages acceptable
- One one-gallon size re-sealable bag

## **Assembly Directions**

- Lay hand towel flat on a table.
- Lay the washcloth in the center of the hand towel.
- Place all remaining items on top of the washcloth (except the plastic bag).
- Fold the sides of the hand towel to cover the items.
- Grasp the bundle tightly and roll over the remainder of the towel.
- Place the tightly rolled bundle in the plastic bag, remove air, and seal.

## **Important Notes**

- All items must be new.
- Do not wash any of the items as they will no longer be considered new.
- Do not include any personal notes, money or additional materials in the kits.
- Contents of kits or the containers of kits should not be imprinted with cartoon characters, advertisements, religious, patriotic, military or camouflage symbols.

## **Packing Instructions**

- Complete two packing lists, one for the box and one for your records.
- Place the shipping label/packing list on the outside of the box.
- Please send a check to Sager Brown for the total amount of hygiene kits times \$2 per kit for the cost of toothpaste and shipping. One check may be written for all of the kits.