



# SHIPPING FORM

2027 N. Wainwright Court Palatine, IL 60074  
 847-776-5911 (H)- 224-578-6096 (C)  
 Mbalang1@gmail.com

Date: \_\_\_\_\_

Shipping #: \_\_\_\_\_

Church name & address: \_\_\_\_\_

\_\_\_\_\_

Contact Person & Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

**TO: CECU/GEMENA**  
**Mbandaka/Equateur**

\*For White Cross Shipments only

Items	Quantity	*Project Code E/PH, GF, HIV, TH	Weight (LB)
		<b>Total Weight ➡</b>	

### Shipping Instructions for EFCA ReachGlobal White Cross Totes/Boxes with Kin Services

1. Purchase a 35-gallon Sterilite or Rubbermaid Roughneck tote or a “Dish Pack” box 18x18x28 inches (U-Haul). 36-gallon Rubbermaid totes have been approved if 35-gallon totes are unavailable.
2. Line each tote/box with a “heavy duty” or “Contractors” garbage bag sealed with twist tie or taped.
3. Request a shipping number for each tote/box from Balis, our shipper ([mbalang1@gmail.com](mailto:mbalang1@gmail.com) or phone (224) 578-6069).
4. If Balis does not email you the shipping forms PDF, go online and print or download a shipping form and donation letter at: [www.kinservicesfreight.com](http://www.kinservicesfreight.com). Click on “FORMS” and then on “USA-GEMENA/TANDALA Shipping form.”
5. Fill in Date, Shipping #, Church name & address, Contact person, phone # and email.
6. Fill in all columns on the shipping form except “Weight” column. Total weight **must not** exceed 90 lbs.
7. Project Code column is as follows: (E/PH) Elikya/Promise Home; (GF) GlobalFingerprints; (HIV) HIV/Aids; (TH) Tandala.
8. You will need 3 copies of the completed shipping form: one to place in the container, inside the plastic bag; one to send with payment to Balis, and one for your own records.
9. Tape the container closed and write: Shipping # + Gemena on all **4** sides of each container.
10. Send one copy of the shipping form and donation letter to Balis along with your payment of \$245.00 - \$255 (with shrink wrap if Balis does it). **All containers must be shrink wrapped.**
11. Donation letter instructions:
  1. Print one donation letter for your tote(s)/box(es).
  2. Fill in the Shipping #(s) of your tote(s)/box(es).
  3. Fill in Church Name, Church Address, Contact Name.
  4. Fill in the Signed: Name of Church/Group.
  5. Fill in the Date: date items are sent to Balis.

**If your tote/box has more than \$400 of new purchased items, extra customs fees will be added according to the amount over \$400.** Touch of Love & Mercy kits, new shoes are examples.

# White Cross



## CERTIFICATION OF DONATION

To Whom It May Concern:

On behalf of the Evangelical Free Church of America, all of the items in the tote(s)/box(es) in Kin Services Inc container are being given for FREE to Tandala Hospital, the Elikya Center and GlobalFingerprints orphan sponsorship.

This comes from the partnership that exists between the Evangelical Free Church of America and the Communauté Evangélique du Christ de l'Ubangi (ECC/17 C.E.C.U.).

The items are all donated, used items, and items that have been handmade by White Cross groups throughout the U.S.A. Please note that these items are for the benefit and care of the physical, emotional and spiritual needs of the Congolese and are seen as a donation only and they will not be USED or SOLD for commercial use. We appreciate your facilitation and expedition of these items to serve this very purpose.

Declared value - \$0

Shipping #(s): \_\_\_\_\_

Church Name: \_\_\_\_\_

Church Address in USA: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_