

# How to Use Tracking Tags to know when your items have been shipped

## What Are Tracking Tags?

Tracking Tags allow us to know who donated completed Kits and specific items, so that we can let you know when and where your items have been shipped. You fill out the piece of paper and tape it to your box or item, and we will email you when that box or item is leaving the warehouse.

## Midwest Mission Can Track...

- Boxes of Completed Kits
- Treadle Sewing Machines
- Fire Gear
- Handmade Items (Cover Them With Love Quilts, and handmade items for Kits) – Please limit Tracking Tags to one per type of item. For example, if you've made 20 one-handled bags, please place a tag on just one bag.

Individual items for Kits cannot be tracked. For example, if you donate bottles of shampoo, you will not be notified. But, if you donate a Personal Dignity Kit, you will be notified.

## How To Use Tracking Tags

1. Print out the tracking tags OR fill out the same requested information on a blank piece of paper – be sure to include your email!
2. Tape the tracking tag to your box of items, or to the item itself. Make sure it is in an easily visible location.
3. Deliver items to Midwest Mission or to a Collection Site near you.
4. When your items are shipped, you'll receive an email from Midwest Mission stating when and where the items were shipped!

# Tracking Tag

ITEM \_\_\_\_\_  
NAME \_\_\_\_\_  
EMAIL \_\_\_\_\_

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