

# Checklist – Completing the Shipping Label for Library Books

The screenshot shows the 'SHIP IN CANADA' web form with the following sections and callouts:

- From:** \*Name (1), \*Address (1), \*City (1), Prov.: Ontario, \*Postal Code (1), Search.
- To:** \*Name (2), Title/Dept./Company (2), \*Address (2), \*City (2), \*Prov.: Ontario, \*Postal Code (2), Search.
- Shipment Information:** \*Weight (3) in kg, Document (4), \*Length (5), \*Width (5), \*Height (5) in cm.
- Service / Options:** \*Service: Library Book, Email Notification (6), Reference Number (7).
- Payment Information:** \*Method of Payment: Credit Card (8), \*Card No. (8), \*Card Type: American Express, \*Name (8), \*Expiry: 01 / 05.
- Preview Order:** Base, Automation Discount, Fees, GST, HST, PST, Total. Calculate button (9).
- Complete Order:** Password to Authorize Use (10), Clear button (10), Password field (11), I agree to the terms and conditions (12), Print Label button (13).

1. Enter the name and complete address of the shipping library.
2. Enter the name and address of the recipient. If applicable, enter title, dept. and company.
3. Enter the weight in kilograms.
4. Document box – Check.
5. Length, width and height of the item: Leave blank.
6. Optional field. Enter the email address of the recipient if you wish to send out a notification.
7. Optional field. Enter a unique reference number. You can later track the item by either reference number or bar code item number.
8. Method of Payment:
  - choose either meter or credit card
  - if paying with postage stamps, choose meter
  - for meter payments, see NOTE
  - if credit card, enter card number, full name on card and expiry date
9. Click the Calculate button. This will automatically display the cost of your shipment.
10. If an error was made, click to clear all fields.
11. Enter password.  
Write password here: \_\_\_\_\_
12. Click to indicate that you agree to the terms and conditions of Express Order Entry.
13. Click to print label.

NOTE: If paying by postage meter or stamps, the postage amount will be indicated on the shipping label. Affix the meter impression or stamps (postage) to the shipping label where indicated. If you do not have your own meter or stamps, you may go to a postal outlet, where you will be able to purchase postage, and get it affixed to your item.

- red \* is mandatory field
- ? is HELP function