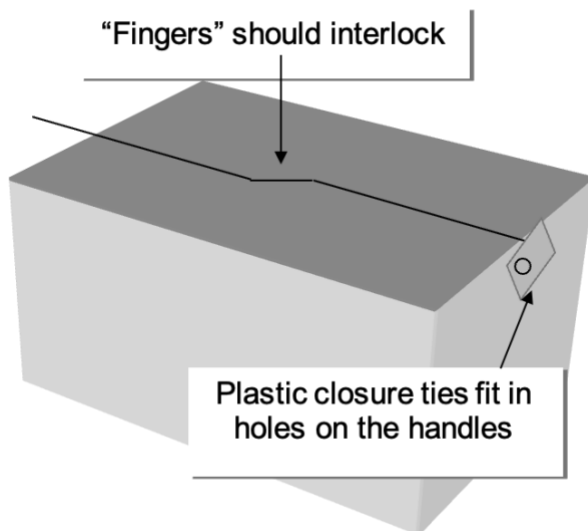


## How to Prepare a Kit for Return

1. Use the original plastic kit box(es).
2. Complete the with your kit #, name, and school on the inventory sheet provided.
3. Count **Durable** items, fill in “Qty Return” field. For kits with 2 boxes, make sure the correct items are in the correct box.
4. **Consumable** items do not need to be returned to the science center.
5. Anything in the kit box labeled **Do Not Return** should be kept at the school.
6. Close the box properly and use the plastic closure ties taped to the underside of the lid to seal.  
(See below.)



7. Place your kit in the designated pick-up area for your school. Make sure the kits are visible and accessible to Warehouse personnel during early morning hours (before school begins).
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