









Blindaid Africa - Typewriter Packing Suggestion Sheet

Thank you for offering to mail a portable typewriter to Africa on behalf of Blindaid Africa. Please note that only small manual portable machines weighing less than about 5 kilograms are suitable. The parcel will not be accepted by the post office if the packed weight exceeds 7 kilograms. You will need to contact Blindaid Africa who will provide special "Free Post for the Blind" labels, and specify the addresses of educational institutions with blind students.

	<p>1. You need a portable typewriter, a new ribbon (generic black 2 reel), strong brown paper, package tape, a cardboard supermarket vegetable tray with turned-over ends and mailing labels.</p>		<p>5. Firmly tape the two pieces of your new box together with packaging tape, ensuring that no sharp edges will remain to cut the wrapping paper.</p>
	<p>2. Cut the tray in two with a sharp knife or old "bread knife". The two halves will be the top and bottom of your new packing box. Remove any protruding tabs and place the typewriter in the "bottom".</p>		<p>6. Wrap with two layers of strong brown kraft paper and tape all joins.</p>
	<p>3. Cut away the original bottom corners of the "top" about half way along to reduce the stiffness of the box when assembling.</p>		<p>7. Cover the ends completely with tape, with about an inch of overlap down the sides, then cover the "ragged ends" of tape as shown. Stick on the address, customs and air mail labels.</p>
	<p>4. Fill any empty space in the bottom with clothing or other packing, then firmly push the "top" onto the "bottom" until the cut edges of the top meet the turned over edge of the bottom</p>		<p>8. Take your perfect parcel to your smiling postman who will send it airmail to Africa entirely free of charge. It will be very much appreciated.</p>

These instructions may seem a little complex, even pedantic. However, portable typewriters are both relatively heavy and relatively easily damaged and your package is very likely to undergo fairly rough handling during its four thousand mile journey to the southern part of Africa. Half inch wide generic ribbons for portables can be found at stationers. The spools may "not fit" but the African student will rewind the tape onto the original spools. The customs form (from the post office should be completed with "typewriter", "gift" and a value of, say, £5.

You should enclose a written note inside, giving your name and address. You will probably receive a "thank you" note eventually, but this may take up to three months by surface mail. If one arrives in Braille I will be happy to translate it for you.

Thank you again and Good Luck!



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