PirateShip.com
QR Code
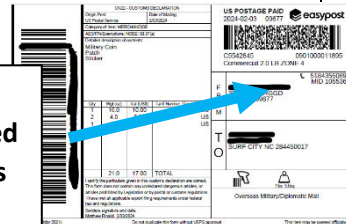
- Step 11: Ensure item origin is **USA**
- **Make sure total weight of <u>items</u> = <u>total weight of the box</u> previously entered in dimension section.**
    - o **Estimate weight will suffice.**
- Step 12: After adding all items, select "**Get Rates**"
- Step 13: "**Choose Service**"
    - o "**Priority Mail**" "**Ground Advantage**" "**Express**" are your options.
- Step 14: Buy label.
- Step 15: Enter payment method.
    - o If payment method does not get accepted, contact ***PirateShip*** support and they will fix the issue on their end. Once rectified, the payment should be accepted.

You can use your phone or computer at home to create a label! Please print and **bring the <u>label and package to the Post Office!</u>** The library or USO has printer access!

==***PLEASE NOTE***==

- ▪ If you do not have the correct dimensions or weight on the package, Pirate Ship may charge additional fees or reimburse your account later.
- ▪ If you make a mistake or print on the incorrect type of label you must request a refund with Pirate Ship!
- ▪ ==YOU MUST HAVE AN ADDRESS ON ISLAND TO SHIP OUT PARCELS==

The label MUST look like this to be accepted unless it only contains documents!

HOW-TO-GUIDE

On Pirate Ship (Pirateship.Com)

> Kadena Post Office does not own or have rights to PirateShip.com

SHORT ON TIME?

From the convenience of your personal phone or home computer, you can access Pirate Ship to create your shipping labels. Print and **bring your label and package to the Post Office**

DO NOT use Pirate Ship for **APO to APO.** Bring the package into the Post Office and we will process it.

==Choose USPS only! We cannot accept any other courier labels.==

- Step 1: **Create a free account.**
- Step 2: Click "**Create your first label.**"
- Step 3: Enter "**To**" address.
- Step 4: Enter your **PSC** mailing address for "**Send From**" address ==***REQUIRED TO PRINT ON A CUSTOMS FORM**==
- Step 5: Select "**Type of Packaging**"
  - **Ex:** "**Priority Box**" select what type of Priority box or envelope you are using
  - **Ex**: "**Box or Rigid box**" or "**Envelope**" if you are using your own box
    - If you are using your own box, enter the dimensions and weight. Scales are available at the Post Office.
- Step 6: Enter the total package weight.
- Step 7: Select an extra service if applicable.
- Step 8: Ensure "**Hazardous Materials**" is **NOT** selected.
  - Overseas Military Post Offices **CANNOT** ship **batteries, cologne/perfume, alcohol, or tobacco products of any kind.**

NOTE: Anything that is **RECHARGEABLE** contains <u>lithium batteries</u> and are prohibited for shipment.

- Step 9: Select "**Customs Form**" ==***REQUIRED***==
  - For "**Package Content Type**" Select Gift
- Step 10: "**Customs Line Item #1**" Enter each item inside the package. Select "Add Line Item" to input additional items.
  - For item description**, BE SPECIFIC!** If description is too vague, we can **NOT** accept your parcel and you will be required to re-accomplish the customs form.

"Toy"→"**Race car toy no batteries**"	"Gift"→" **Canvas Picture**"
"Household goods" → "**Ceramic Vase**"	"Miscellaneous" → "**Pens/Pencils**"