



INSTRUCTIONS FOR MAILING PACKAGES THROUGH AMAZON

Dear Parents,

Our local post office will not deliver packages sent via USPS to our physical address. Because Amazon does not allow you to choose your shipping method, you must follow these instructions when ordering from Amazon to ensure your packages reach your daughter.

1. On the checkout page, click on "Add Delivery Instructions" under the shipping address.

1 Shipping address

~~Kim Morgan~~
Rt 3, 158 Academy Lane
Pence Springs, WV 24962
[Add delivery instructions](#)



2. Add the following text in the instructions field:


If shipping via Fed Ex or UPS, please ship to Rt 3, 158 Academy Lane, Pence Springs, WV 24962
If shipping package via the United States Postal Service, please ship to PO Box 798, Alderson, WV, 24910

Do we need additional instructions to find this address?




If shipping via Fed Ex or UPS please ship to Rt 3, 158 Academy Lane, Pence Springs, WV 24962
If shipping via the United States Postal Service please ship to PO Box 798, Alderson, WV, 24910

3. Be sure the "Building Reception" radio button is checked and hit "Save Instructions"

Do we need additional instructions to find this address? 

If shipping via Fed Ex or UPS please ship to Rt 3, 158 Academy Lane, Pence Springs, WV 24962
If shipping via the United States Postal Service please ship to PO Box 798, Alderson, WV, 24910

Where should we leave your packages at this address? 

- Building reception
- Front door
- Back door
- Side porch
- Mailroom
- Garage
- No preference

[Add more instructions](#)

For example, access code or delivery hours

Your instructions help us deliver your package. However, we may not always be able to adhere to all the instructions.

