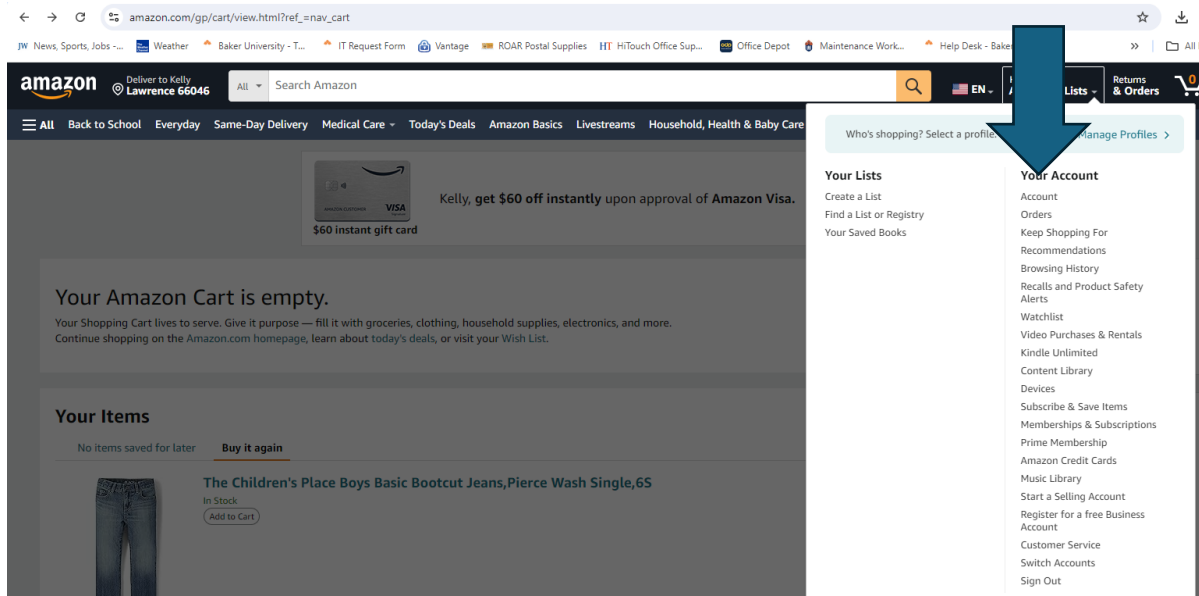


AMAZON ORDERING INSTRUCTIONS

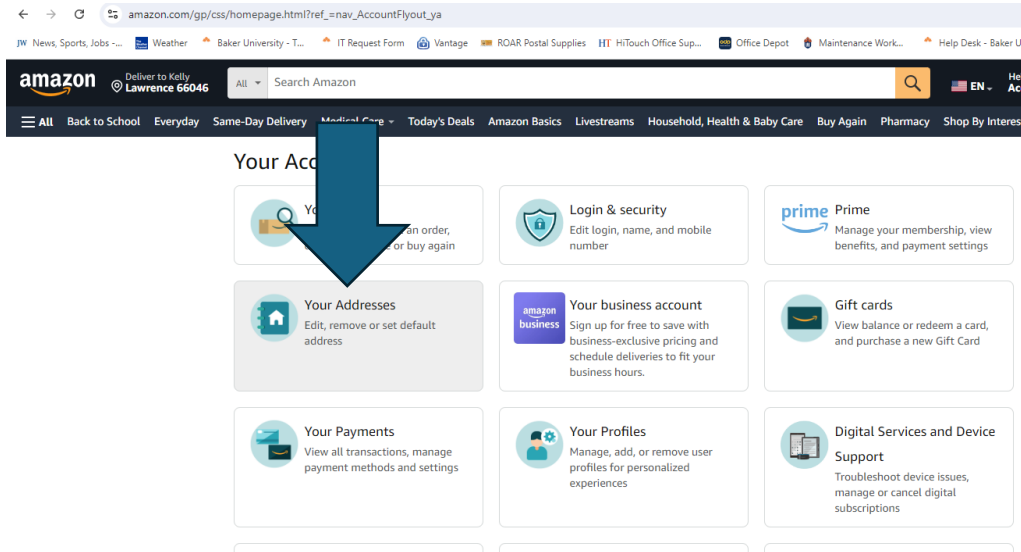
To ensure your package arrives safely to Baker University, please make the following changes to your Amazon account before ordering.

Remember, packages ***cannot be delivered to any Baker living quarters.***

1. CLICK ON ACCOUNT

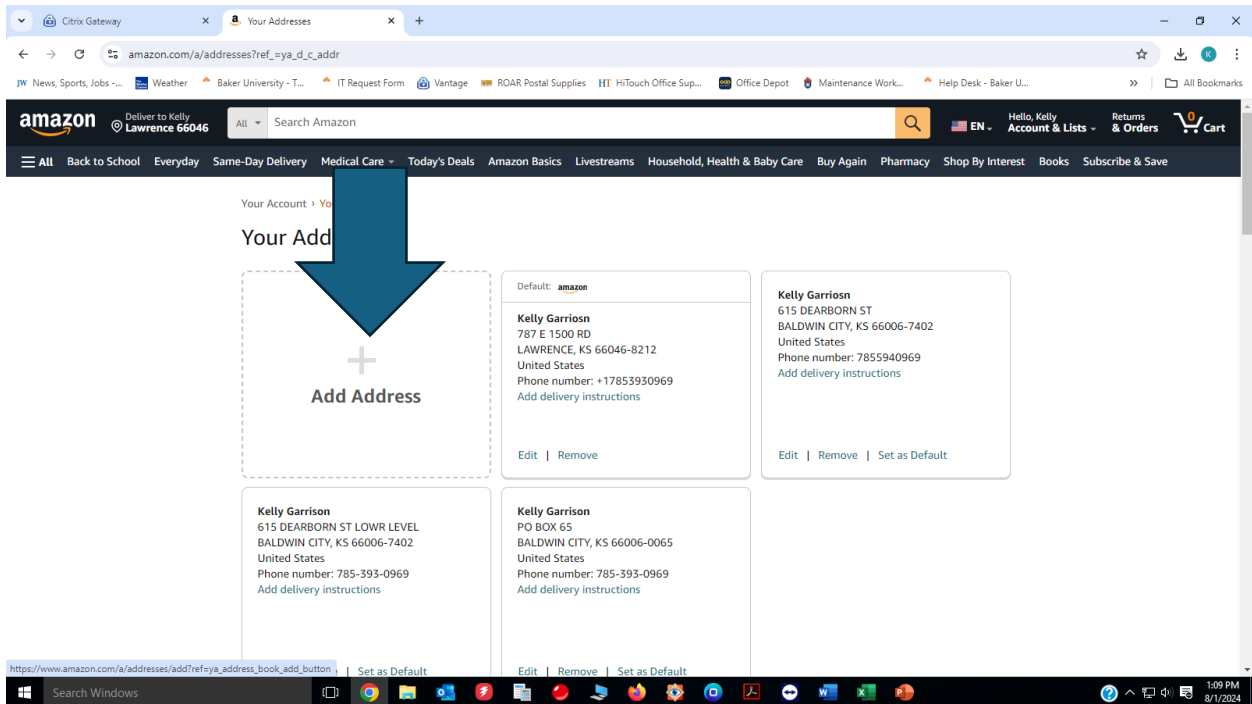


2. CLICK ON **YOUR ADDRESSES**



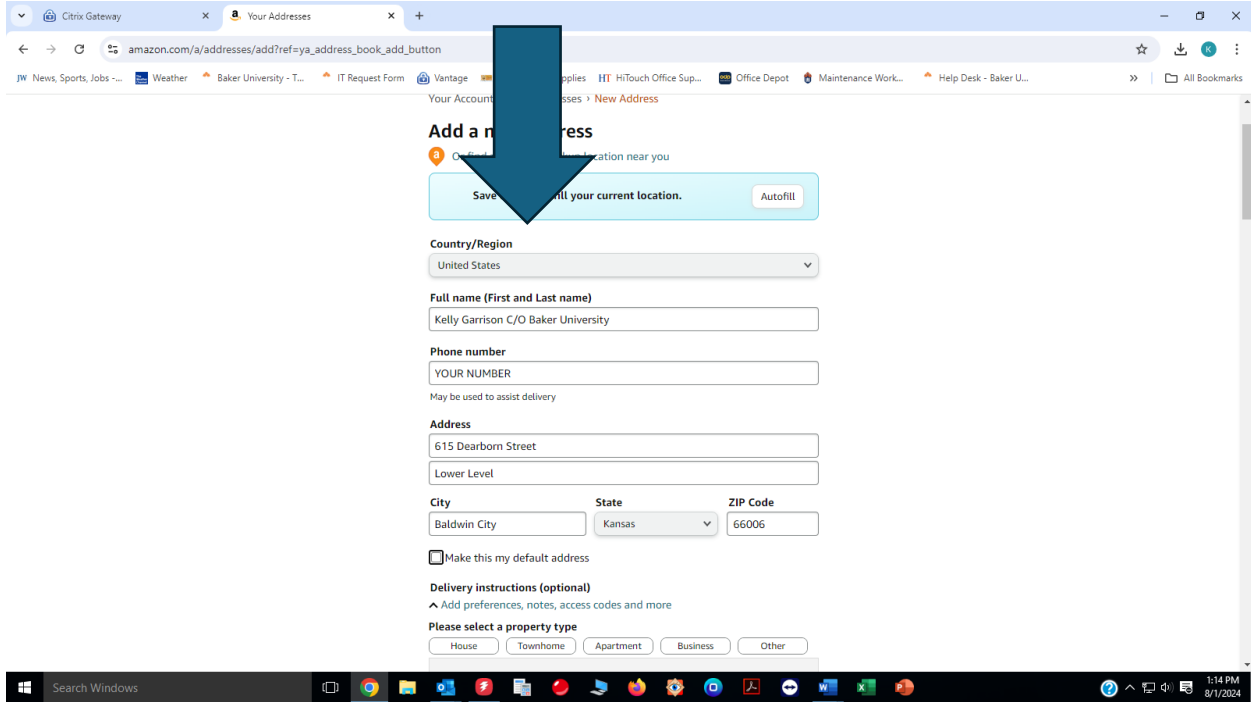
The screenshot shows the Amazon account management page. A blue arrow points to the 'Your Addresses' tile, which is highlighted. The page includes a navigation bar with the Amazon logo, delivery location (Lawrence 66046), and search bar. Below the navigation bar, there are several account management tiles: 'Your Orders', 'Login & security', 'Prime', 'Your Addresses', 'Your business account', 'Gift cards', 'Your Payments', 'Your Profiles', and 'Digital Services and Device Support'.

3. CLICK ON **ADD ADDRESS**



The screenshot shows the 'Your Addresses' page on Amazon. A blue arrow points to the 'Add Address' button, which is located in a dashed box. The page displays a list of existing addresses for Kelly Garrison, including their full details and options to edit, remove, or set as default. The browser's address bar shows the URL: https://www.amazon.com/a/addresses/add?ref=ya_address_book_add_button. The Windows taskbar at the bottom shows the time as 1:09 PM on 8/1/2024.

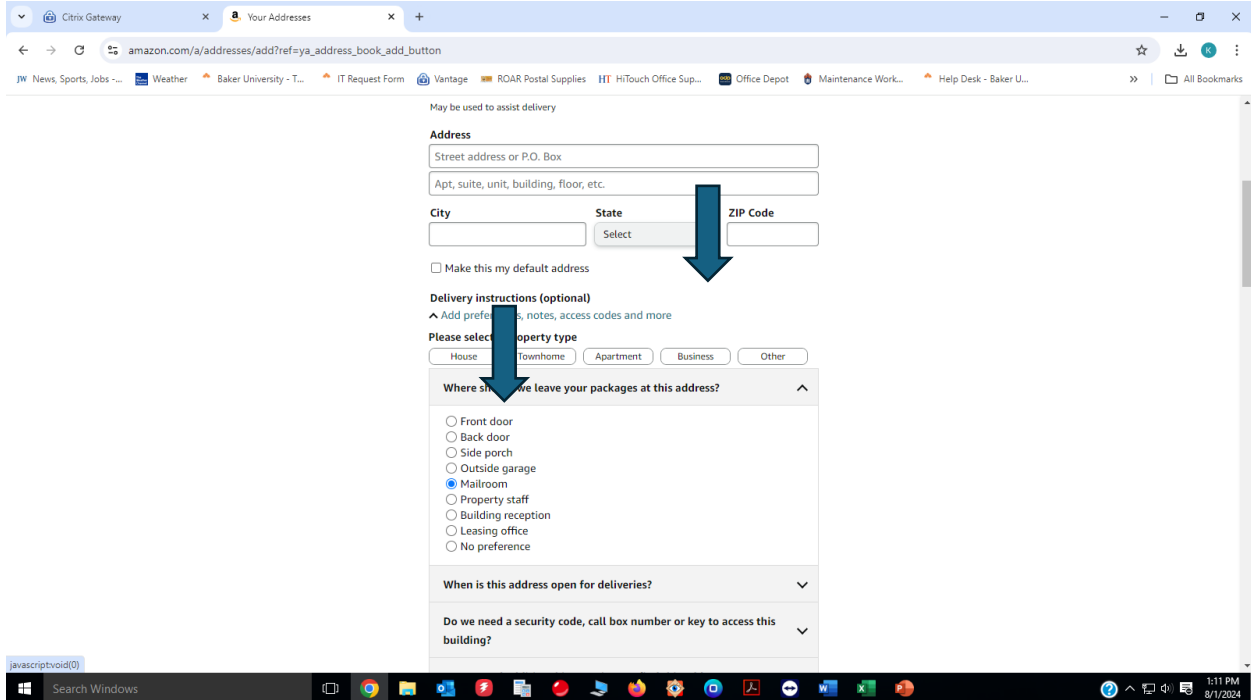
4. ENTER INFORMATION AS SEEN BELOW BUT USE YOUR NAME AND PHONE NUMBER



The screenshot shows the Amazon 'Add a new address' form. A large blue arrow points to the 'Save' button. The form fields are as follows:

- Country/Region:** United States
- Full name (First and Last name):** Kelly Garrison C/O Baker University
- Phone number:** YOUR NUMBER
- Address:** 615 Dearborn Street
- City:** Baldwin City
- State:** Kansas
- ZIP Code:** 66006
- Property type:** Business

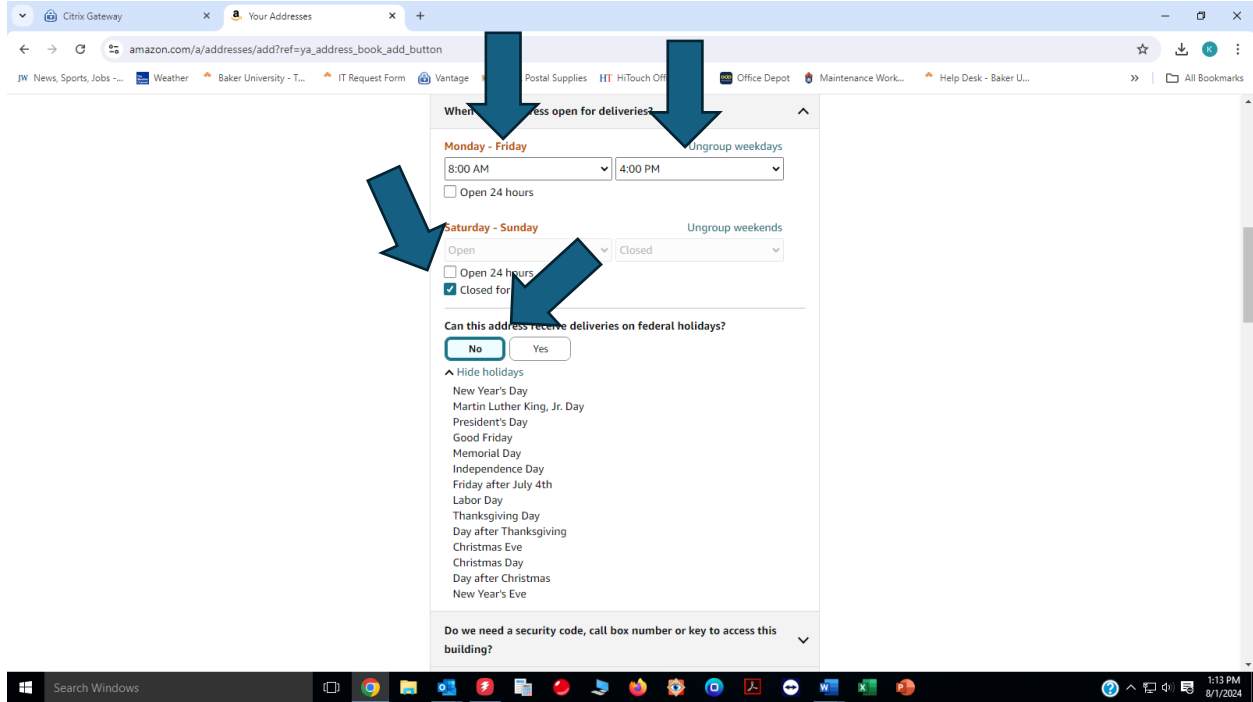
5. BE SURE TO SELECT **BUSINESS** AND **MAILROOM**



The screenshot shows the 'Delivery instructions (optional)' section of the form. A blue arrow points to the 'Mailroom' option under 'Where should we leave your packages at this address?'. The form fields are as follows:

- Address:** Street address or P.O. Box, Apt. suite, unit, building, floor, etc.
- City:** [Empty]
- State:** Select
- ZIP Code:** [Empty]
- Property type:** Business
- Where should we leave your packages at this address?:** Mailroom

6. MAKE SURE HOURS ARE LISTED AS BELOW AND CHECK BOX BY **CLOSED FOR DELIVERIES** UNDER SATURDAY-SUNDAY



7. SAVE YOUR CHANGES