

PLEASE READ FIRST



CAREERCONNECTIONS™
find your place in insurance

Instructions for Couriering Items Back to Career Connections

OUR LOOMIS ACCOUNT NUMBER: S97027

CAREER CONNECTIONS ADDRESS: 18 King Street East, 6th Floor, Toronto, Ontario, M5C 1C4

OPTION 1 – If arranging a pick up from your office address:

1. Attach the provided waybill(s) to each package. Please do not photocopy the same waybill for multiple packages
2. Seal all packages and affix Event Return Labels to box/banner*
3. Contact LOOMIS 1-855-256-6647
4. Provide your pick up work address and time
5. Wait for LOOMIS to pick up the package

***If you've** been asked to return materials to multiple locations, please ensure that you make LOOMIS aware that packages are going to different locations

OPTION 2 – Dropping materials off to the local Insurance Institute office:

1. Attach the provided waybill(s) to each package. Please do not photocopy the same waybill for multiple packages
2. Seal all packages and affix Event Return Labels to box/banner
3. Contact your local office to arrange a drop off time
4. Please ensure that you provide the local office with our LOOMIS account # and communicate that the materials are to be returned to the national office.

Thank you for your time and support – we appreciate all your help! 😊