



# 4 easy steps to sending MORALE MAIL

**1**  
Place contents  
in a sturdy box.

\*Note: the PMFRC does not provide boxes.

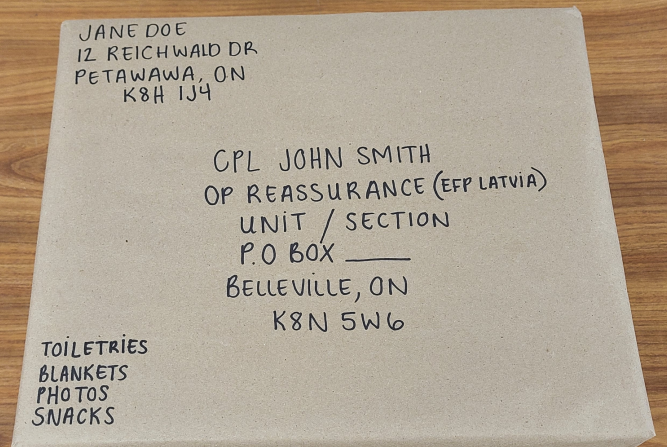


**2**  
Tape box closed and  
wrap in brown paper.

\*Note: brown paper is available at the PMFRC North Side and South Side Community Centre.



**3**  
Write the return address in  
the top left corner, recipient  
address in the center and list  
of contents in the bottom left  
corner of the box.



**4**  
Fill out a customs  
form and attach to  
the side of the box.

\*Note: customs forms are available at PMFRC North Side and the South Side Community Centre.



**Questions: [Information@PetawawaMFRC.com](mailto:Information@PetawawaMFRC.com)**

## Drop-off Locations:

**PMFRC North Side**  
10-16 Regalbuto Ave.  
Monday – Friday / 8 AM - 4 PM  
(613) 687-1641

**South Side Community Centre**  
1578 Wolfe Ave.  
Monday – Friday / 8 AM - 4 PM  
(613) 687-2104

**Base Mailroom**  
Bldg. S-111, CFB Petawawa  
Monday – Friday /  
8 AM - 12 PM & 1 - 3:30 PM