



## Southern Africa Literature Trust

### Prison Hygiene Packs

Thank you for volunteering to assemble Prison Hygiene Packs for the work in Malawi. We greatly appreciate your support for this ministry.

Please find enclosed:

- Cardboard Cartons, SALT Packing labels & Tape
- Gospel Leaflets for insertion in each pack (approx. 25 packs per carton)

For each pack, you will need to provide:

- A Ziploc-type bag similar to the one with this letter
- 1 x Face Cloth
- 1 x bar of soap (approx. 100g) - wrapped inside the face cloth
- 1 x Tooth Brush
- 1 x Tube Tooth Paste (approx. 100ml)
- 2 x Packs Pocket Tissues (approx. 9-10 tissues per pack)
- 1 Pair of flip-flops\*

Please note:

1. Do not include any items which are not on the above list, as undeclared items could cause problems with customs and/or security officials at the destination.
2. We encourage you to hunt for bargains at your local supermarket and buy when you spot a good deal. Please feel free to buy and split multi-packs.
3. \*Flip-flops should be packed separately in the carton – one pair for each enclosed pack. Our standard cartons should take about 25 packs / pairs of flip-flops. If you have trouble sourcing flip-flops, we can recommend [www.zohula.com](http://www.zohula.com). Look for their Bulk Buy Flip Flops. We suggest you choose a bulk pack with assorted sizes, in black or another dark colour.
4. Pack contents should be assembled as shown (front & back view). The space at the top right of the leaflet is for you to enter your name / assembly (if you wish to add a personal touch).
5. Leave the bag open **slightly** – this allows air to escape, maximising space in the carton.
6. Try not to under or over-fill cartons. Underfilled cartons easily crush in transit - please pack spare space with crushed paper or bubble wrap. Over-filled cartons are difficult to stack and can burst in transit.
7. Securely fasten filled cartons with quality packing tape along each seam, and once or twice around the girth of the carton. Complete and attach two packing labels – one on the top and the other on one of the large side panels. **If you are able to accurately weigh the carton, please fill in the weight, otherwise leave it blank and we will complete on receipt.**
8. Record the details of each carton on the Inventory Sheet. (If preferred, this can be filled online)

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9. Completed cartons should be returned with the Inventory Sheet to one of our receiving depots. Please contact us if you have difficulty in organising this as we may be able to co-ordinate with another volunteer or help you arrange low-cost courier services.

Newtownards:

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Thank you once again for your commitment to this ministry. If you have any queries, please do not hesitate to get in touch.