

## Learnables – Instructions for Delivery and Return



- After you have made a Learnable booking please email [education@motat.org.nz](mailto:education@motat.org.nz) and advise us of the date you would like the learnable to arrive at your school and the address you would like it delivered to.
- The Learnable will arrive at some point in the week prior to your booking.
- Upon arrival of the Learnable, it is recommended that the recipient checks the Learnable for signs of damage that may have happened during transit. If there is any damage found, then please email [education@motat.org.nz](mailto:education@motat.org.nz) to let us know what damage occurred.
- The Learnable package will come with an envelope filled with courier post stickers that will need to be applied to each container before return. It will also contain a numbers and invoicing form to complete before returning the learnable.

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### Issue

- **Borrower:** Learnable will contain an item schedule so that the borrower can ensure that all items are present.
- **Educator** sends Learnable website link to borrower.

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### Return

- **Borrower** signs the item schedule, making sure that all items are present and makes notes about any damaged materials.
- **Borrower** applies courier stickers to the learnable and arranges for pick up.
- **Borrower** fills out and includes a completed Numbers and Invoicing form.
- When the Learnable returns to MOTAT, the **educator** will check the item schedule to ensure everything is present and in working order.