**HELPFUL HINTS**

Expert Tips On Packing And Shipping Gifts

- **Ship Like A Pro** — Select a durable box that is just big enough to fit your items and about 2 inches of packing material.
- **Choose Your Box** — Select a durable box with sturdy corners and seams. Each item should have a secure address label. Each item should have a secure address label.
- **Seal It Up** — Close up flaps and reinforce seams with good packing tape. Secure the bottom and top of the box with extra tape.
- **Marking the outside of the box** — "FRAGILE" is not a substitute for proper packaging.
- **Label Properly** — Make sure recipient and sender addresses are correct, current and legible on the label.
- **Protect Breakables** — Consider double-boxing fragile items. Securely pack items in individual boxes and place in a larger box, using about 2 inches of packing material.
- **Add an extra address label inside the package.** Even the stickiest labels can come off!
- **Keep Your circulation system open.** This is superior to supplementing with any herbs, vitamins or other nutritional products.

**Holiday Hints**

How Small Businesses Can Make A Big Impact During The Holidays

(NAPSA)—America's small-business population continues to grow, and it's easy to see why. According to the U.S. Small Business Administration, these companies now represent more than 99 percent of all employer firms. While these entrepreneurs and employees don't own the resources of the country's largest corporations, they can still make a big impression on customers. Direct mail, like newspaper advertising, is widely regarded as an easy and reliable way to boost sales for small businesses. It is also a convenient method of connecting with customers during the holiday season and year-round.

For small businesses looking to leave this lasting impression, FedEx Kinko's Office and Print Centers offer a wide variety of services. Team members work closely with clients to create attention-grabbing designs and distribute specialized direct mailings—which can include anything from holiday greeting cards to customized calendars. And since the chain can do everything in-house, from printing to mailing, busy entrepreneurs only need to deal with one company from start to finish.

- **Nothing splendid has ever been achieved except by those who dared believe that something inside them was superior to circumstances.** — Bruce Barton

**Career Opportunities**

Veterans Seek Second Career At Sea

(NAPSA)—Many veterans who served their country honorably in the Navy or Coast Guard are falling hook, line and sinker for a second career at sea—especially when the training is free. Such free training is available at the Paul Hall Center for Maritime Training and Education in Pinney Point, Maine. Affiliated with the Seamen's International Union (SIU), the center's mission is to provide education and training needed for a successful career as a United States Merchant Mariner.

There's an 18-week abode-seaman course for deck students and an eight-week fireman/oiler course for engine students. When applicants successfully complete the course and get a passing grade on the Coast Guard exam, graduates are guaranteed a first job with a company using SIU-contracted employees. Other separate Navy/Coast Guard personal- nel who do not qualify for the veterans' program may still be eligible for the center's apprentice program.

Besides the program for veterans with qualifying sea time in a deck or engine rating, the center also offers a thorough entry-level program that is registered with the U.S. Department of Labor. More than 22,000 people have graduated from the entry program since the school opened in 1967. The SIU represents unlicensed United States Merchant Mariners sailing aboard U.S.-flag vessels in the deep sea, Great Lakes and inland trades. The union also represents licensed merchant mariners of the Great Lakes and inland sectors.

For more information, visit www.fedexkinkos.com or visit a FedEx Kinko's location.