# **View/Print Label**

- 1. Ensure there are no other shipping or tracking labels attached to your package. Select the Print button on the print dialogue box that appears. Note: If your browser does not support this function, select Print from the File menu to print the label.
- 2. Fold the printed label at the solid line below. Place the label in a UPS Shipping Pouch. If you do not have a pouch, affix the folded label using clear plastic shipping tape over the entire label.

#### 3. GETTING YOUR SHIPMENT TO UPS

### Customers with a scheduled Pickup

• Your driver will pickup your shipment(s) as usual.

## Customers without a scheduled Pickup

- Take your package to any location of The UPS Store®, UPS Access Point<sup>TM</sup>(TM) location, UPS Drop Box, UPS Customer Center, Staples® or Authorized Shipping Outlet near you. To find the location nearest you, please visit the 'Locations' Quick link at ups.com.
- Schedule a Pickup on ups.com to have a UPS driver pickup all of your packages.

### FOLD HERE

