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(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

