# **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

- Schedule a Pickup on ups.com to have a UPS driver pickup all of your packages.
- 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.

UPS Access Point™ MICHAELS STORE # 9709 20902 FREDERICK RD GERMANTOWN MD 20876-4134 UPS Access Point™
THE UPS STORE
21030 FREDERICK RD
GERMANTOWN MD 20876-4133

UPS Access Point™ CVS STORE # 5460 19901 FREDERICK RD GERMANTOWN MD 20876-4005

#### FOLD HERE

