# **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™ CVS STORE # 10685 675 K ST NW WASHINGTON DC 20001-2506 UPS Access Point™ CVS STORE # 10833 1101 NEW YORK AVE NW WASHINGTON DC 20005-4269 UPS Access Point™ THE UPS STORE 1220 L ST NW WASHINGTON DC 20005-4033

### FOLD HERE

