- 1. Print the label: Select the print icon in your PDF Reader window to print the label.
- 2. Fold the printed label at the dotted line. 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 without a Daily Pickup

Take this package to any location of The UPS Store, UPS Drop Box, UPS Customer Center, UPS Alliances (Office Depot or Staples) or Authorized Shipping Outlet near you or visit www.ups.com/content/us/en/index.jsx and select Drop Off.

Air shipments (including Worldwide Express and Expedited) can be picked up or dropped off. To schedule a pickup, or to find a drop-off location, select the Pickup or Drop-off icon from the UPS tool bar

Customers with a Daily Pickup

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

