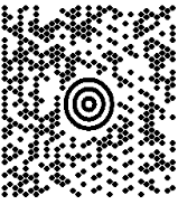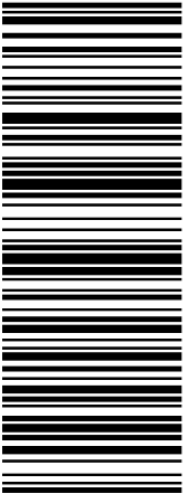# View/Print Label

1. **Print the label:** Select Print from the File menu in this browser window to print the label below.

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. **Pickup and Drop-off**
   - To Schedule a Pickup or to find a drop-off location, select the Pickup or Drop-off icon from the tool bar.
   - Daily Pickup customers: Have your shipment(s) ready for the driver as usual.

FOLD HERE