9/8/2020 View/Print Label

# **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 # 8162 2045 SOUTH BLVD W TROY MI UPS Access Point™
THE UPS STORE
55 E LONG LAKE RD
TROY MI

UPS Access Point™ MICHAELS STORE # 2861 1205 COOLIDGE HWY TROY MI

#### FOLD HERE

