11/19/2017 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**

- o 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™
THE UPS STORE
7915 S EMERSON AVE
INDIANAPOLIS IN 46237-8556

UPS Access Point™
THE UPS STORE
704 S STATE ROAD 135
GREENWOOD IN 46143-6501

UPS Access Point™ CARTRIDGE WORLD 7225 US 31 S INDIANAPOLIS IN 46227

#### **FOLD HERE**

