

## 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™ 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

5859 W SAGINAW HWY  
LANSING MI 48917-2460

UPS Access Point™

MICHAELS STORE # 1590

416 N MARKETPLACE BLVD  
LANSING MI 48917-7714

UPS Access Point™

ADVANCE AUTO PARTS STORE

#7739

4037 W SAGINAW HWY  
LANSING MI 48917-2152

FOLD HERE

