

Print labels and place the labels on the respective parcels

← → C ↑ a row.ups.com/Shi	p/Print/GuestIndex?sId=3	76X4LbCou%2fxkYYuz1LbuA%3d%3d&dm=5P&lf=1G&rs=2R			
★ Bookmarks Amex 🗹 Smartsheet	0	5/2/23, 3/28 PM Print	Print		1 page
Intelligent Revers	se		Destination	Save as PDF	Ţ
			Pages	All	-
hipment successful			Layout	Portrait	Ŧ
leturn to Guest Shipping Page			More settings		~
lick here to Schedule a pickup Pickup Information			More settings		·
Earliest Pickup Time:					
Latest Pickup Time:		FOLD HERE			
5 V 00 V O AM O PM		UPS Electronic Return Label: View/Print Label			
Contact Name: Phone Num	ber:	1. Ensure that there are no other tracking labels attached to your package.			
Room Number: Floor Numb	er:	 Fold the printed label at the solid line above. 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. Take care not to cover any seams or closures. 			
submit		S. Collection and Drop-off Schedule a same day or future day Pickup to have a UPS driver pickup all of your Internet Shipping packages. Take this package to any location of The UPS Store [®] , UPS Drop Box, UPS Customer Center, UPS Alliances (Office Depol [®] or Staples [®]) or Authorized Shipping Outlet near you. Items sent via UPS Returns [®] Services (including via UPS [®] Ground) are accepted at Drop Boxes, to find your closest UPS location visit www.ups.com/content/us/en/index/is; and select Drop Off. Drop Off. Locator			
dH		Daily Collection customers: • Have your shipment(s) ready for the driver as usual.			
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		https://inw.ups.com/ShipPYint/GuestIndex?ald=376X4LbCou%25kYYuz1Lbu4%3d%3d&dm=5P&if=1G&rs=2R 1/1		Save	Cancel
	ARD				

Pickup request if needed

Shipment successful

Return to Guest Shipping Page

Click here to Schedule a pickup								
Pickup Information								
Pickup Date: Tuesday, May 2, 2023 🗸								
Earliest Pickup Time:								
Latest Pickup Time:								
Contact Name: *	Phone Number: +							
Room Number:	Floor Number:							
Special Instructions:								
		h						
Submit								

After printing the labels and are in need of a pickup you can use this functionality to request a pickup. There is no automatic pickup request processed when printing the labels! If not, just close the browser screen after printing.

Contact name and phone nr are mandatory fields.

Step 6: Click "Submit" to provide pickup information.