# **UPS Internet Shipping: View/Print Label**

- 1. **Print the label(s):** 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 along 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. GETTING YOUR SHIPMENT TO UPS

# **Customers without a Daily Pickup**

Schedule a same day or future day Pickup to have a UPS driver pickup all of your Internet Shipping packages.

Hand the package to any UPS driver in your area.

Take your package to any location of The UPS Store<sup>(r)</sup>, UPS Drop Box, UPS Customer Centre, UPS Alliances (Office Depot<sup>(r)</sup> or Staples<sup>(r)</sup>) or Authorised Shipping Outlet near you. Items sent via UPS Return Services<sup>SM</sup> (including via Ground) are also accepted at Drop Boxes.

To find the location nearest you, please visit the 'Find Locations' Quick link at ups.com.

## **Customers with a Daily Pickup**

Your driver will pickup your shipment(s) as usual.

#### **FOLD HERE**

