- 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. Collection and Drop-off:

Daily Collection customers: Have your shipment(s) ready for the driver as usual. To Schedule a Collection or to find a UPS location, select Schedule a Collection or Find Locations from the side navigation on the Shipping tab.

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