



RISK FREE

UPS ONLINE PICK-UP INSTRUCTIONS

STEPS TO RETURN YOUR RISK FREE PACKAGE ONLINE

1. Visit **UPS.com** to schedule your pickup. If you are visiting this website for the first time, please select "United States" as your region under "North America."

2. Select "Shipping" from the drop down menu at the top of the site, then select "Schedule a Pickup".

3. Under "Shipping Label Questions," select yes that you have a pre-printed UPS Shipping label. You will find the pre-printed UPS label in your Risk Free shipment. This label must be attached to the box.

4. Under "Pickup Information and Location," use the following account information to ensure that the pick up fee is waived.

UPS Pickup Account #: 556F78

Zip Code Connected with the Account #: 19605

2 PICKUP INFORMATION AND LOCATION	
UPS Account Number:	UPS Account ZIP Code: *
<input type="text" value="556F78"/>	<input type="text" value="19605"/>

Then enter in your pickup address and business name.

5. Under "Service and Package Information," enter in the amount of packages that need to be picked up and select UPS Ground Shipping.

3 SERVICE AND PACKAGE INFORMATION
Select the number of packages in your pickup, as well as the UPS Services indicated by your UPS Shipping Labels.
Package(s) in Your Pickup:
<input type="text" value="1"/>
>>>UPS Services in Your Pickup:
<input type="checkbox"/> UPS Next Day Air® Early UPS International Services ▲ <input type="checkbox"/> UPS Next Day Air® <input type="checkbox"/> UPS Next Day Air Saver® <input type="checkbox"/> UPS 2nd Day Air A.M.® <input type="checkbox"/> UPS 2nd Day Air® <input type="checkbox"/> UPS 3 Day Select® <input checked="" type="checkbox"/> UPS Ground

6. Under "Pickup Date and Time," set the pickup for a future date. You **MUST** set for a future date, because same day pickup is not available.

7. Under "Pickup Notification," verify your pickup request details. Click "Next."

8. Under "Payment Information," select "Bill to your UPS Account Number." Double check that the UPS Account Number is 556F78 and the ZIP Code of the UPS Account is 19605.

PAYMENT INFORMATION
Please indicate below how you intend to pay any charges for your shipments.
<input checked="" type="radio"/> Bill to your UPS Account Number. <input type="radio"/> Bill to a payment card or alternate payment method. <input type="radio"/> Bill to the receiver or a third party. <input type="radio"/> Pay with a check or money order.
UPS Account Number:* ZIP Code for UPS Account:*
556F78 19605
Terms & Conditions of Service

9. Review pickup and submit.

The UPS pick-up can also be scheduled over the phone at **1-800-PICK-UPS (1-800-742-5877)**.

You may also take the package to a UPS store or the UPS counter at a Staples.

If you have any questions on how to return your package please email

Myia Hambrick at mhambrick@gkelite.com.