



Business Shipping Checklist

Use this printable checklist to take advantage of all the features of UPS.com when preparing your packages for shipment. You can also use this list to make sure you've followed all the necessary steps of the shipping process.

Follow these steps:

1. Package your shipment properly.

Go to UPS.com for more info:
Resources Tab > Preparing Your Package
Shipping Tab > Get UPS Labels, Paks, and More

2. Estimate cost and transit time for your shipment.

Go to UPS.com for more info:
Shipping Tab > Calculate Time and Cost

3. Choose a service option.

Go to UPS.com for more info:
Resources Tab > Selecting a Service
Resources Tab > Getting Your Shipment to UPS ± UPS Services at Retail Locations

4. Determine your method of payment.

Go to UPS.com for more info:
Resources Tab > Paying For Your Shipment

5. Prepare your shipping label.

Go to UPS.com for more info:
Log-in Bar > Register (to register for My UPS)
Shipping Tab > Create a Shipment
Shipping Tab > Open an Account

6. Schedule a UPS pickup from your office or take your shipment to The UPS Store™ or a UPS Drop Box.

Go to UPS.com for more info:
Shipping Tab > Schedule a Pickup
Shipping Tab > Find Drop-Off Locations

7. Check the status of your shipment.

Go to UPS.com for more info:
Tracking Tab
Tracking Tab > Track by Reference Number
Tracking Tab > Track by E-mail

Thank you for using UPS. We hope that you will take full advantage of UPS.com to make your shipping process easier and more efficient.