

UPS ROUTING LETTER TEMPLATE

FREIGHT COLLECT: For Customers Using Quantum View and Freight Collect Billing

Note: Brackets “[___]” indicate optional or variable information areas

[DATE OF LETTER]

[YOUR RETURN ADDRESS]

[SHIPPER’S NAME]

[SHIPPER’S COMPANY NAME]

[SHIPPER’S COMPANY ADDRESS]

Dear [Shipper’s Name]:

To better manage our company’s inbound shipments, we are requesting that you send your package deliveries to our location using UPS Freight Collect billing, charged to Account Number [_____].

Using UPS Freight Collect means that shipments to our location will be charged directly to us. Please set up this billing option change in your UPS WorldShip® or other automated shipping system.

Also, please ensure that your shipping system’s address book *exactly* matches the company name and address below:

Company:

[Attention: optional]

Street:

[Address 2: optional]

[Address 3: optional]

City:

State:

Postal/ZIP Code:

[Telephone: optional]

[Location ID: if applicable _____]

If you use UPS WorldShip to process your shipments, you can accomplish this by making a one-time edit to our listing in the Address Book. If you have questions on how to set up your UPS shipping system, call 1-888-553-1118.

[ADDITIONAL INSTRUCTIONS IF USING REFERENCE NUMBER:]

Also, all future shipments to this location should provide the following information:

Reference Number Field 1: [_____]

Reference Number Field 2: [_____]

Making these system changes ensures that I receive proactive information for all packages sent to my facility. This will help your company and mine by minimizing the time spent communicating shipment information.

We are confident that using UPS as outlined here will help us work together more efficiently and synchronize our business transactions. If you have any questions about this request, please contact me at [(____) ____ - ____]. If you need to set up a UPS account, call 1-800-PICK-UPS or go UPS.com.

Sincerely,

[Your Name]

[Your Title]