

**UPS ROUTING LETTER TEMPLATE**  
**STANDARD LETTER For Customers Using Quantum View and Pre-Paid Billing**  
**Note: Brackets “[ \_\_\_\_ ]” indicate optional or variable information areas**

---

[YOUR RETURN ADDRESS]

[DATE OF LETTER]

[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 use UPS for package deliveries to our location.

To facilitate this process, 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<sup>®</sup> 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(S):]

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 to UPS.com.

Sincerely,

[Your Name]

[Your Title]