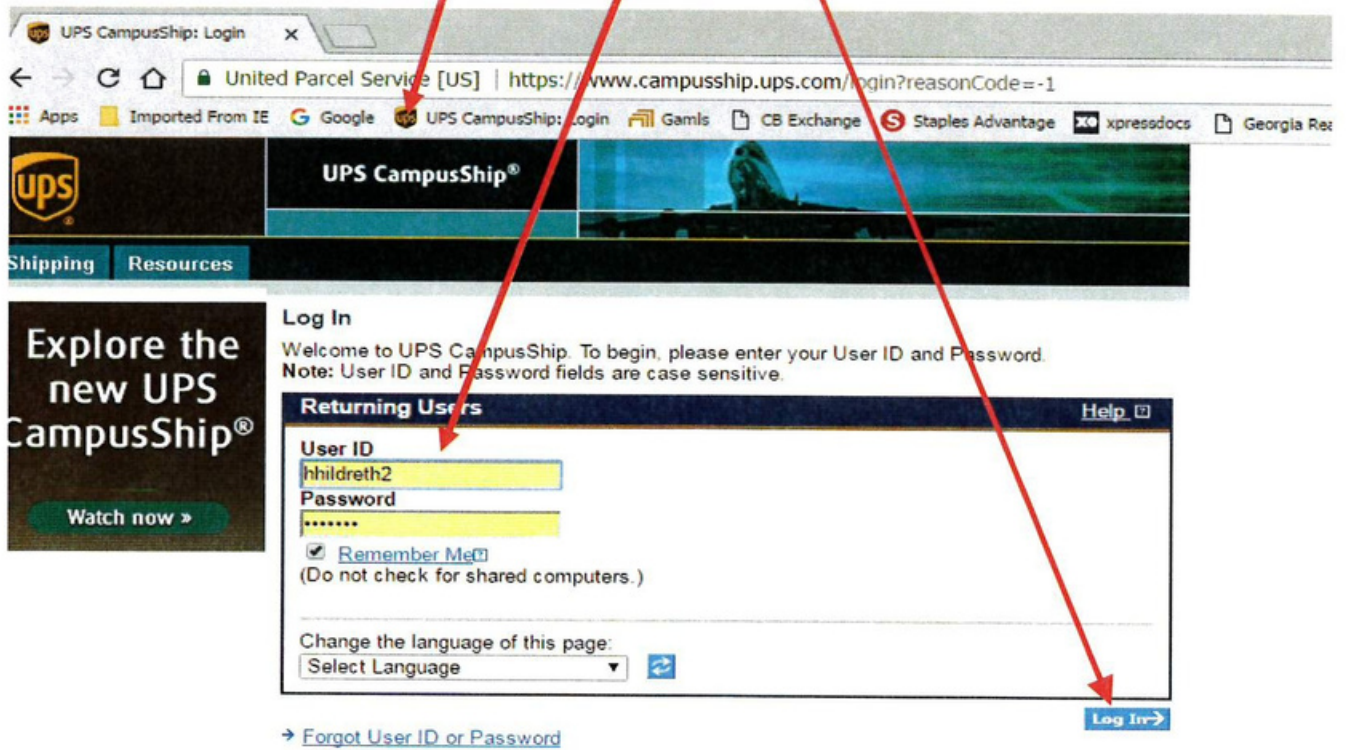


UPS

LABEL

Instructions to create UPS label

1. click on UPS link and Log In



The screenshot shows the UPS CampusShip login page. The browser address bar displays "United Parcel Service [US] | https://www.campusship.ups.com/login?reasonCode=-1". The page features the UPS logo and navigation links for "Shipping" and "Resources". A "Log In" section contains a welcome message and a note about case sensitivity. Below this is a "Returning Users" form with fields for "User ID" (containing "hhildreth2") and "Password" (masked with dots). A "Remember Me" checkbox is checked. At the bottom of the form is a "Log In" button with a right-pointing arrow. A red arrow points from the text "click on UPS link" to the UPS logo. Another red arrow points from "and Log In" to the "Log In" button. A third red arrow points from "and Log In" to the "Log In" button.

UPS CampusShip®

Shipping Resources

Explore the new UPS CampusShip®
Watch now >

Log In
Welcome to UPS CampusShip. To begin, please enter your User ID and Password.
Note: User ID and Password fields are case sensitive.

Returning Users [Help](#)

User ID
hhildreth2

Password
.....

Remember Me
(Do not check for shared computers.)

Change the language of this page:
Select Language

[Forgot User ID or Password](#) **Log In**

2. click on dropdown arrow for address book and select *Coldwell Banker Bullard Realty*

UPS CampusShip: Begin Your Shipment

United Parcel Service [US] | https://www.campusship.ups.com/cship/create?loc=en_US

Shipping Preferences

Begin Your Shipment

Please enter your shipping information below. Required fields are indicated with *

1 Where is this shipment going?

Address Book: Select One -- or enter a new address below

- Select One
- My Location Address
- ACS
- Aldridge Connors, LLP
- Atlanta Communities
- Bank of North Georgia
- Barry S. & Sheryl M. Gamell
- BHGRE Metro Brokers
- BHGRE Metro Brokers
- Build A Sign
- Bush Realty Estate Group
- CB Richard Ellis, Inc.
- CBBR Butts Office
- Christopher Pair
- Cohn, Fyvolent & Shaver, LLC
- Coldwell Banker Bullard Realty**
- Costigan Real Estate Group
- Department of the Treasury
- Dianne Maney
- Dolvanya Mosby Frith

Weight: 1 lb *

Package Dimensions: Length: Width: Height: in.

Large or Unusually Shaped Packages

4. click **Next** on the bottom of this page

3. enter a **1** in the **Weight** block

6 How would you like to pay?

Please enter your payment information below. The information you enter will be transmitted using a secure connection. Required fields are indicated with *

Payment Method for Shipping Charges: V07038 - Fayette County Office *

Review Shipping details, including price, before completing this shipment

Start Over Next

5. and **Ship Now** on the bottom of the next page

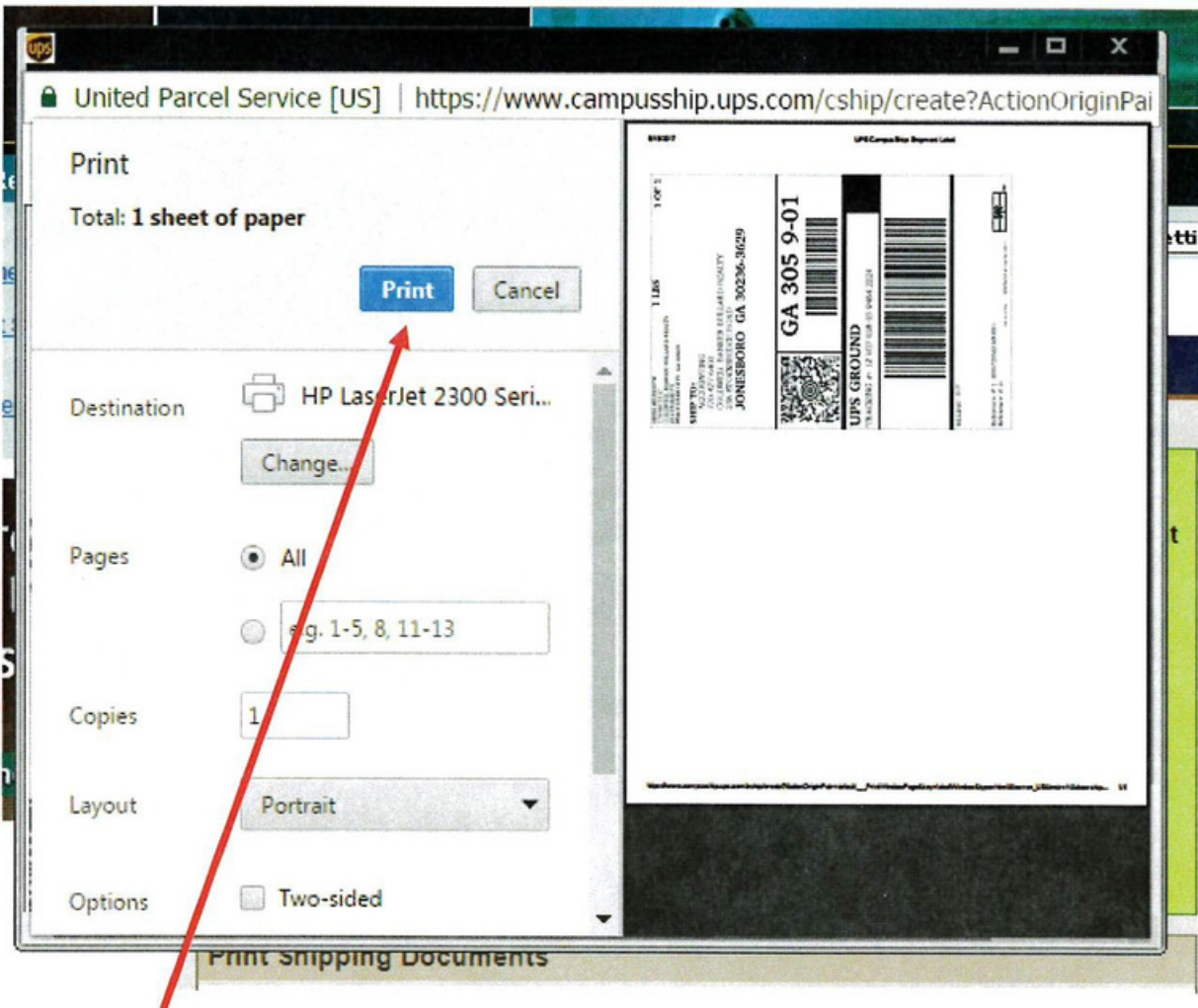
Payment Information

Bill Shipping Charges to: Shipper's Account V07038

Shipping Charges:	7.72 USD
Subtotal Shipping Charges:	7.72 USD
Daily rates were applied to this shipment	
Total Charged:	7.72 USD

By selecting the Ship Now button, I agree to the Terms and Conditions.

Cancel Shipment Ship Now



6. Heidi's printer - place UPS label sheet **FACE DOWN** in printer with label you want to print on in **FRONT** and click print

Dianne's printer - place UPS label sheet **FACE UP** in the manual feed tray with 1/2 to be printed on going in 1st.

7. Peel off label and attach to the front of the cardboard UPS envelope.

8. Fill out **Daily Accounting Sheet** - make copy and include original in envelope. SEAL.