

UPS Corporate Requests Store Information To Be Verified

UPS Corporate is making sure all Retail Shipping Locations across the United States - have their information correct on UPS.com for customers searching for a retail shipping location.

In the past 30 days – Package Express Center Corporate has sent 3 emails to your store on behalf of UPS, asking you to reply and state if your store information as reflected on UPS.com is correct and if not – what needs changed. **Thank you to a very large percentage of stores that replied back within 48 hours of the first email blast.*

Your store location has been requested to go to UPS.com and check to see if your store information is correct: including your address, phone number, store hours and days open.

Approximately 30% of our stores still need to contact PEC and check this information on UPS.com. If you are one of our PEC Centers that have NOT replied to our emails this past month, please take a couple of minutes today and check your store's information on UPS.com and reply to PEC if correct or not and email PEC at info@packageexpresscenters.com. PEC is sending all update UPS.com requests to UPS Corporate.

If you have not gotten any emails from PEC this past month, please check your Spam/Junk folder, call or email us and check what email address we have on file and make sure this is a email address that someone is monitoring for important information like this communication from UPS – via PEC email blast to our locations.

Reminder: UPS ID Check Requirements

What are the identification requirements for picking up a package from a UPS Access Point location?

One of the following identification requirements must be met when you pick up your package at a UPS Access Point™ location:

- **Option 1:** Present a government-issued photo ID where the last name and full address (including the suite or apartment number, if applicable) on the ID match the last name and full address on the package.
- **Option 2:** Present a government-issued photo ID where the last name matches the last name on the package. If the address on the ID doesn't match the address on the package, please bring proof of residency that matches the address on the package--for example, a current utility bill.
- **Option 3:** Present a government-issued photo ID where the full address or name on the ID matches the full address or name on the package. If the last name or full address doesn't match, you will need to provide the package tracking number to the UPS Access Point representative.
- **Option 4:** Present a government-issued photo ID and your shipper-provided package release code (if required).*

What are the ID requirements for tendering a shipment to UPS?

Consumers who originate and tender a shipment to any retail shipping location are required to show a government-issued photo ID as a form of identification. The photo must match the person tendering the shipment.

This procedure includes all retail shipping locations worldwide, including authorized shipping outlets, alliance and MBE locations, plus The UPS Store® franchisees.

Customers who have already prepared a shipping label--for example, through their business or personal UPS account--are not currently required to present an ID.

Source: <https://www.ups.com/us/en/help-center/sri/access-point-id-requirements.page>

Look inside for AP Quick Reference Procedures 

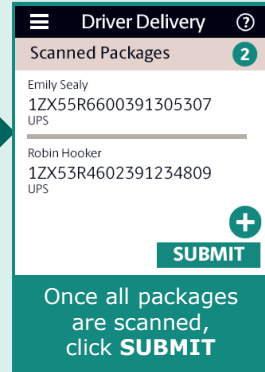
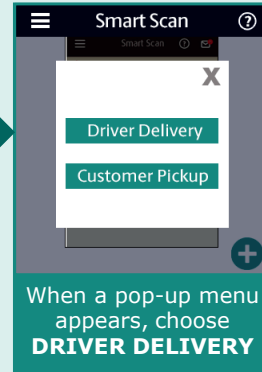
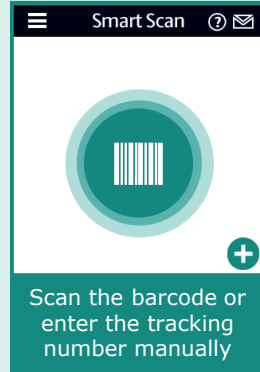



UPS DRIVER DELIVERY

For packages being delivered to the UPS Access Point for customer pickup

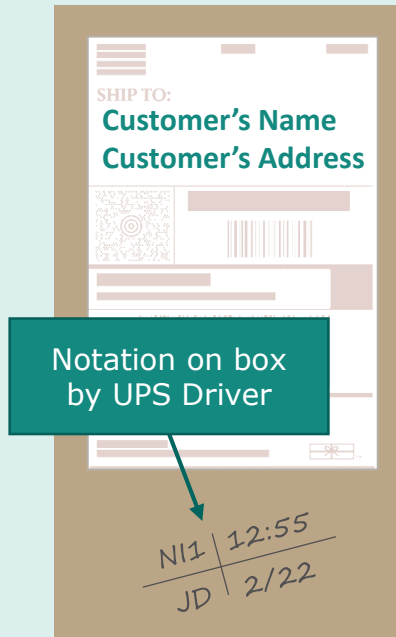
1
SCAN EACH PACKAGE
using the UPS Access Point app

You can refuse a package that is more than 44 lbs or 38" long



How to Identify UPS Access Point Packages

The three label configurations to the right will help you differentiate UPS Access Point packages from those being delivered for your store



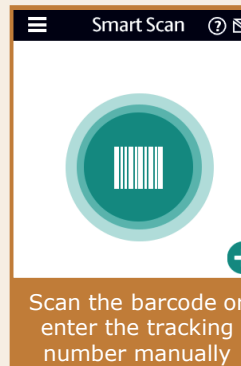

CUSTOMER PICKUP

For packages being picked up by a customer

1
RETRIEVE PACKAGE(S)
from the secure staging area

2
CHECK ID
using the guidelines in the upper right of this page

3
SCAN EACH PACKAGE
using the UPS Access Point app



Process Procedures

2

SECURE PACKAGES

in the designated staging area



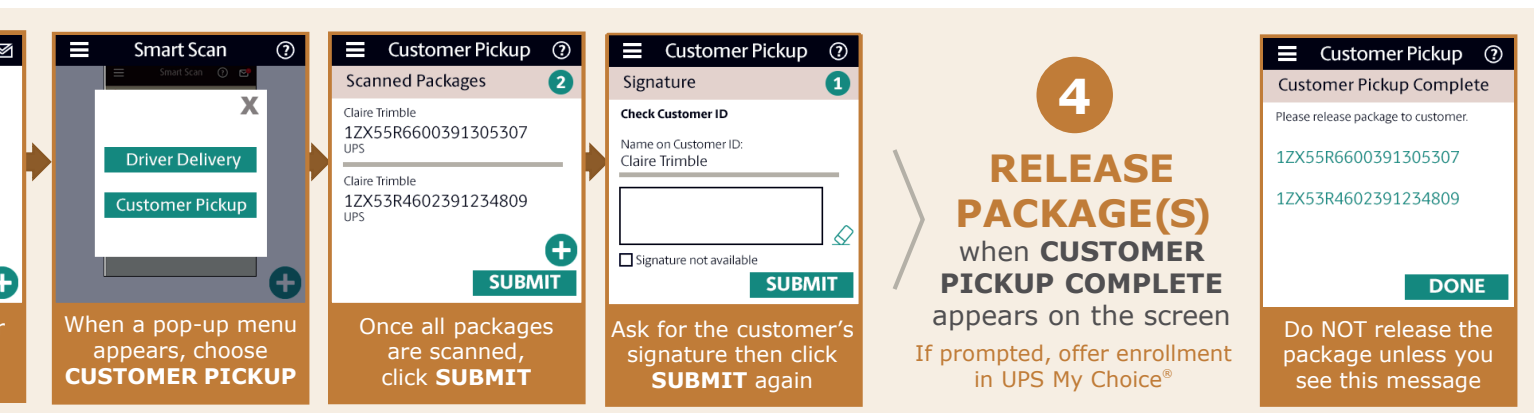
Customer Identification Guidelines

Compare the customer's ID to the package label. If the following criteria are not met, do NOT release the package.

Do these match on the ID and label?

Ask for additional info (if needed).

<ul style="list-style-type: none"> ✓ Last Name ✓ Address 		Release Package to Customer
<ul style="list-style-type: none"> ✓ Last Name ✗ Address 	<ul style="list-style-type: none"> + Proof of Residence (e.g. utility bill) 	Release Package to Customer
<ul style="list-style-type: none"> ✓ Full Name ✗ Address 	<ul style="list-style-type: none"> + Matching Tracking # 	Release Package to Customer
<ul style="list-style-type: none"> ✗ Last Name ✓ Address 	<ul style="list-style-type: none"> + Matching Tracking # 	Release Package to Customer
<ul style="list-style-type: none"> ✓ Valid ID 	<ul style="list-style-type: none"> + Package Release Code (from shipper) 	Release Package to Customer



4

RELEASE PACKAGE(S) when CUSTOMER PICKUP COMPLETE appears on the screen

If prompted, offer enrollment in UPS My Choice®

May Specials

Authorized Service Provider



\$29⁹⁵

3 foot Horizontal
2 sided 36"W x 17"H
\$35.00 Regular price

Promotional Buttons

Worn by your employees can make customers aware that you ship.



2.25" diameter plastic pin-on buttons

6 - \$9.95
12 - \$14.95
20 - \$19.95



PEC Shipping Guidelines

CLAIMS: Do not dispose of any packing material or merchandise until the claim is paid or investigated by PEC. In no event will consequential damages or expenses be covered. In the event of partial loss or partial damages, coverage will be pro-rated based on total contents and total declared value of contents and only partial reimbursement will be made. Claims on antiques must have a prior appraisal or other proof of value within the last 9 months of shipping. PEC retains the salvage rights and will keep the items on claims that are paid. Claim payments will be made for the lowest of: repair cost, original cost, replacement cost, or declared value. You have 60 days to notify UPS and PEC of a claim or claim will not be honored.

THIS RETAILER WILL NOT SHIP: Guns, ammunition, furniture, TV's, motors, engines, hazardous materials, alcoholic beverages, perishables, packages valued over \$25,000, or any item prohibited by the carrier according to their stated tariffs. NO CLAIM on these items will be honored.

By shipping any package that does not comply with these Terms & Conditions, the Shipper hereby releases Package Express Center Inc. and the Retailer from any liability and understands that the package will be solely covered by the carrier.

2 foot Vertical
2 sided 24"W x 36"H
\$35.00 Regular price

\$29⁹⁵

\$24⁹⁵



Does this package contain electronics, liquid, fragile or breakable items, perishables, or potentially hazardous items such as lithium batteries, mercury, or perfume?

2 foot decal

1 sided 24"W x 12"H
\$30.00 Regular price



We Ship, Accept Returns & are a Pickup Point for UPS

\$34⁹⁵

6 ft Banner

1 sided 72"W x 17"H | \$60.00 Regular price

30% OFF

All Toners

Toner Cartridges

Item Number	Fits Printer Model	Wholesale Price	3 Or More
TONRM102	HP M102	\$69.99 ea.	\$65.99 ea.
TONRM12W	HP M12W	\$39.99 ea.	\$35.99 ea.
TONRM15W	HP M15 & M29	\$34.99 ea.	\$30.99 ea.
TONR1012	HP 1012 & 1020	\$49.95 ea.	\$45.95 ea.
TONR1505	HP 1505	\$49.95 ea.	\$45.95 ea.
TONR1006	HP 1006	\$39.99 ea.	\$35.99 ea.
TONR1102	HP 1102	\$49.95 ea.	\$45.95 ea.
TONR2020	Samsung M2020	\$59.95 ea.	\$54.95 ea.

F.O.B. Greenville, TN

Dell Desktop Computer

Refurbished
Windows 10 Pro
SSD – 237 GB
CPU – i5
RAM – 8 GB

\$379⁰⁰



Maintech Coverage as long as you are part of our National Network of UPS Authorized Shipping Providers (excludes OS upgrades and viruses)

F.O.B. Greenville, TN



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SHIPPING & HANDLING POLICY - FREE SHIPPING on retail product orders of \$75 or more (does not include equipment or signs). **HANDLING FEE:** Orders less than \$75 are subject to a flat handling fee of \$7.95. **SHIPPING ON ALL EQUIPMENT & SIGNS:** All equipment, including computers, monitors, printers & scales, and all signs are shipped F.O.B. Greenville, TN and billed to your UPS Account.