



Scheduling a UPS Pickup

The pickup should be scheduled for the same day you plan on completing the collections.

What you need

- UPS tracking number (on return label): you will have 3 return labels, but only need to provide a tracking number from 1 of them.

FROM NAME FROM PHONE FROM ADDRESS 1 FROM ADDRESS 2 FROM CITY, STATE, ZIP	WEIGHT LBS X OF TOTAL DWT: DWT: AH
SHIP TO: TO NAME TO PHONE TO ADDRESS 1 TO ADDRESS 2 TO ADDRESS 3 TO CITY, STATE, ZIP	
	HI 967 9 – 02 
UPS NEXT DAY AIR 1	
TRACKING # 1Z 071 5X1 01 9064 7079	
	
ADDITIONAL ROUTING INS. ADDITIONAL ROUTING INS.	



- Your address
- Number of packages: All 3 samples will be picked up at the same time.

Schedule only **ONE** pickup for the same day when all samples will be collected and ready.



Option 1: Call UPS (Recommended)
1-800-742-5877 (1-800-PICK-UPS)

Available 24/7

Steps:

1. Call and request a pickup for a package with a prepaid label.
2. Provide:
 - Tracking number: only need to give 1 tracking number from one of the return labels
 - Pickup address
 - Number of packages: There should be 3 packages, 1 for each sample ready for pickup.
3. Schedule your one-time pickup 48–72 hours in advance to ensure availability.
4. Place the package in a visible location (Front Door/Porch or Near Mailbox).

Option 2: Schedule Online

Steps:

1. Go to the [UPS](#) pickup page
2. Enter your tracking number
3. Enter your address
4. Select a date and time window
5. Confirm the pickup

Before Pickup

- Package is sealed
- Label is visible
- UN3373 markings visible (if applicable)