

How and where do I create and purchase a prepaid UPS return shipping label?

APOSTILLE TEXAS
108 WILD BASIN RD S, STE 250
AUSTIN, TX 78746

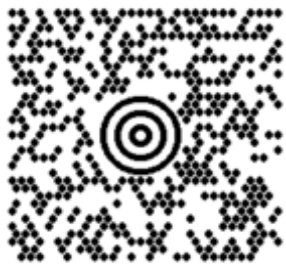
1.2 LBS LTR

1 OF 1

SHIP TO:

ROBERT ARNOTT
1030 GRANGER

FENTON MI 48430



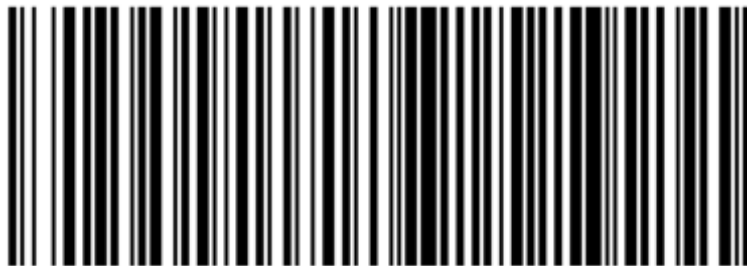
MI 485 0-01



UPS 2ND DAY AIR

2

TRACKING #: 1Z T61 E1F 02 2000 6016



BILLING: P/P

XOL 20.03.09

NV45 83.0A 12/2019



Go to www.UPS.com ==>

Click on the **Shipping tab** ==>



Shipping

Tracking

Business Solutions

Support

Track

Quote

Ship

Billing

Tracking Number

Track >

Need help changing your delivery? [Get Help](#)

Then click on the **Create a Shipment** tab on the drop down menu
==>



Shipping

Tracking

SHIPPING

Create a Shipment >

Calculate Shipping Cost >

Schedule a Pickup >

Find a Location >

View Shipping History >

Batch File Shipping >

Packaging and Shipping Supplies >

Manage Customer Orders >

Then fill in **Apostille Texas's address** as the shipping from address ==>

- 1 Where
- 2 What
- 3 How
- 4 Details
- 5 Payment
- 6 Review

**Fill in our
business
information**

Hello. Where are you shipping from?

Country or Territory *
United States

Full Name or Company Name *
Apostille Texas

Contact Name

Address Line 1 *
108 Wild Basin Road South

Address Line 2
Ste 250

Address Line 3

ZIP Code *
78746

City *
Austin

State *
Texas

Email *
support@apostilletexas.org

Phone *
512-967-4900

Extension

Send status updates on this shipment using the email provided above.

Use a different return address?

No



Continue >

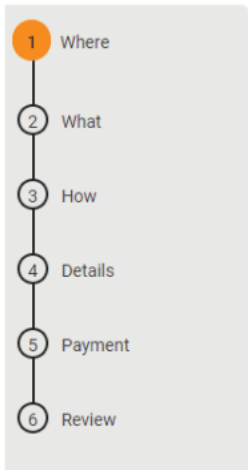
[Cancel Shipment](#)

Then fill in **your address** as the shipping to address ==>

Create a Shipment

[Log in](#)

* Indicates required field



Ship From / Return To

[Edit](#)

Apostille Texas
108 Wild Basin Road South, Ste 250, WEST LAKE HILLS, TX 78746
US
support@apostilletexas.org, 512-967-4900

Where is your shipment going?

Country or Territory *

United States

Full Name or Company Name *

Contact Name

Address *

[Edit Address - Add Suite/Apt](#)

Email

Phone

Extension

UPS may use the email address and/or mobile number provided to update your receiver about the status of their package.

[Back](#)

[Continue >](#)

[Cancel Shipment](#)

Put the address of where you want your documents mailed to.

Then choose **UPS letter** as the packaging type. Then enter **0.5 lbs.** as the weight. Then put the **total package value** as \$10.00. *If you want to verify delivery by signature, choose that option ==>



- 1 Where
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What kind of packaging are you using?

Package 1

Get flat rate shipping up to 50lbs.
Predictable pricing nationwide with UPS Simple Rate. On **Off**

Packaging Type * **Weight** lbs

Strong envelope for documents up to legal size.

Ship Tip: Package weight and dimensions directly impact your cost.

Loss and Damage Protection (Declared Value)
We've got you covered up to \$100 at no charge. Is this package worth more than \$100? Purchase additional protection desired.

Total Package Value USD [Help ?](#)

Add reference numbers
Track by purchase order, RMA, or memorable phrase.

Reference #1

Add a scannable barcode for reference #1 on my shipping label

Reference #2

Signature Options (+\$)
Verify delivery of this shipment.

C.O.D. (+\$)
Collect payment from receiver at time of delivery.

Ship Tip: A 'reference number' is any combination of numbers and letters you can use to track and identify your shipment.

**Choose
UPS Letter
0.5 lbs
\$10 USD**

**Signature
delivery
is optional**

[Back](#) **[Continue >](#)** [Cancel Shipment](#)

Then select **how fast and on what date you want your documents delivered** to you and UPS will give you various price quotes

==>

How would you like to ship?

Do you need to schedule a pickup?

I'll drop off my shipment or include it in another pickup.

--OR--

Schedule a new pickup.

Estimated Ship Date (optional)

11/25/2022



When would you like it delivered?

Select a shipping service option

Fastest Saturday 11/26 by 10:30 AM UPS Next Day Air Early \$86.77	Recommended Monday 11/28 by End of Day UPS Next Day Air Saver \$31.28	Lowest Cost Tuesday 11/29 by End of Day UPS 2nd Day Air \$23.85
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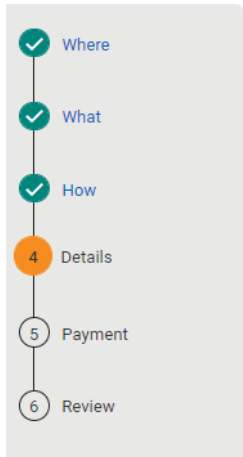
See All Shipping Services

Saturday 11/26	Monday 11/28	Tuesday 11/29
Fastest Saturday 11/26 by 10:30 AM UPS Next Day Air Early \$86.77	Monday 11/28 by 9:30 AM UPS Next Day Air Early \$67.69	Tuesday 11/29 by End of Day UPS 2nd Day Air Early \$25.22
Saturday 11/26 by 3:00 PM UPS Next Day Air \$50.99	Monday 11/28 by 3:00 PM UPS Next Day Air \$31.91	Lowest Cost Tuesday 11/29 by End of Day UPS 2nd Day Air \$23.85
	Recommended Monday 11/28 by End of Day UPS Next Day Air Saver \$31.28	

Then in the **what are you shipping** field put in **documents** ==>

Create a Shipment

[Log in](#)



* Indicates required field

Almost done. Let's check a few more details.

What are you shipping? *
Specific description of shipment contents for label; max 35 characters

Documents ✓

[See list of prohibited items](#) [↗]

Add or modify email notifications
Manage updates for this shipment.

Saturday Delivery (+\$)
Get weekend delivery of your shipment.

Deliver only to receiver's address (+\$)
Do not reroute for customer pickup at a UPS location.

UPS carbon neutral - Offset the environmental impact of your shipment
at a nominal fee for domestic and international shipments.

Put documents as contents

[Back](#) **Continue >** [Cancel Shipment](#)

Then choose the **credit card or PayPal** option and make sure the **enter a different billing address** is checked. Then enter your billing address details.

[Log in](#)

* Indicates required field



Pick PayPal or credit card

How would you like to pay?



Card Type *

Select One

Card Number *



Expiration Month *

Select One

Expiration Year *

Select One

CVV *

[Help](#) ?

Billing Address

108 Wild Basin Road South, WEST LAKE HILLS, TX 78746

Enter a different billing address.

When asked for the **return ship date** just enter the approximate date that Apostille Texas will receive your shipment (the date doesn't matter because UPS will reprint a new updated shipping label whenever we drop it off to them).

When asked for the **packaging type** choose **UPS letter**. When asked for the **envelope weight** just enter **0.5lbs**. When asked for the **total package value** enter **\$10.00**.

Then **download the PDF shipping label** that UPS generates and you can either **email the PDF shipping label to us** or you can **print it out and mail it to us along with your documents**. That's it.

You put the **sender/from address** as our mailing address:

Apostille Texas
108 Wild Basin Rd S, Ste 250
Austin, TX 78746

You put the **receiver/to** address as wherever and whoever you want us to mail your documents back to.