

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

Your Name  
Your Address  
Your City/State/Zip Code

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

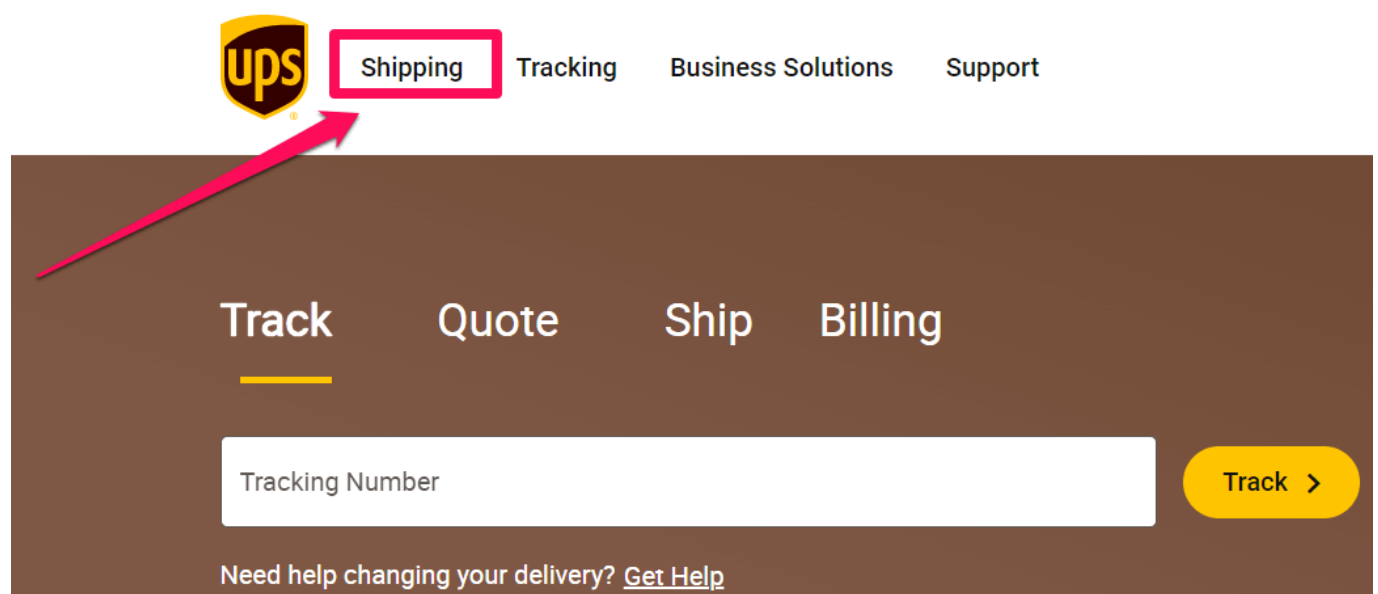


Please note these desktop PC screenshots (not mobile) are what we see here in the United States on UPS.com and using the Chrome Browser. What you will see at UPS.com in another country, or using a different internet browser, or using a MAC computer may be different.

We only created this page to be used as a general guideline for you to follow so if you need any help creating and purchasing a prepaid return shipping label please call or email UPS directly or visit a local UPS Store near you.

Go to **www.UPS.com** ==>

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



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 >

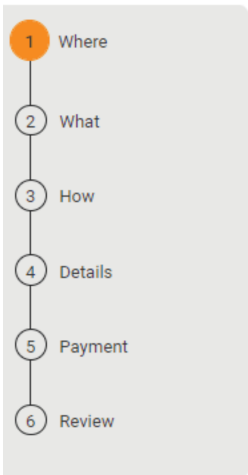
View Shipping History >

Batch File Shipping >

Packaging and Shipping Supplies >

Manage Customer Orders >

Then enter in the **From Address fields**: **YOUR company name and/or YOUR name and YOUR address, phone, and email.**



**Fill in your  
Personal or  
Business  
Information**

Hello. Where are you shipping from?

Country or Territory \*

Full Name or Company Name \*

Contact Name

Address Line 1 \*

Address Line 2

Address Line 3

ZIP Code \*

City \*

State \*

Email \*



Phone \*

Extension

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

Use a different return address?

☐ No

Continue >

[Cancel Shipment](#)

Put the name and address of who and where you want your documents mailed back/return to (the FROM and TO addresses and people can be the exact same) ==>

## Create a Shipment

[Log in](#)

\* Indicates required field



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

Where is your shipment going?

Country or Territory \*

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](#)

Then choose **UPS letter** as the packaging type. Then enter **0.5 lbs.** as the weight. Then put the **total package value** as \$100.00. The declared value amount is up to you to enter, but please note **UPS only insures and reimburses you for FREE up to a \$100 value in case they lose or destroy your documents.**

If your order is over \$100 with Apostille Texas, you might want to buy the inexpensive extra insurance, which only costs \$1.05 for every additional \$100 value over \$100. ==>



## 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 \*** UPS Letter **Weight** 0.5 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** 100 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  
\$100**

**Signature  
delivery  
is optional**

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

Then select **how fast and on what date** you want 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



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



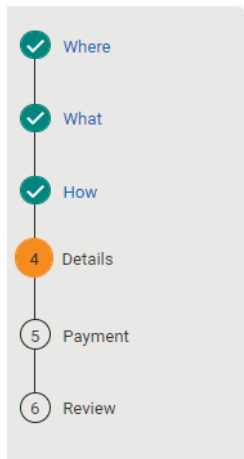
Then, in the **What are you shipping** field, put in **documents**  
==>



## 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?



Credit Card



PayPal™

Card Type \*

Select One

Card Number \*

VISA

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 documents in the mail or the date when you create the label. The date doesn't matter at all because UPS will reprint a new updated shipping label whenever we drop it off to them, and prepaid labels do not expire.

When asked for the **envelope weight** just enter **8oz**. When asked for the **value of your shipment** just enter **\$100.00** or whatever extra amount you want to pay for in case your documents are lost or damaged by UPS.

Then **download the PDF shipping label** that UPS generates online 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.