

Corporate Retail Solutions Program

- 1** Locate the nearest participating location by either of the following two options:
Go to **theupsstore.com/locations**, enter address information and choose the most convenient location.
Or call **800.789.4623** and request the nearest The UPS Store® location.
- 2** Please take this document with you to The UPS Store location and tell the center associate you are part of the Corporate Retail Solutions program for
- 3**

The UPS Store Instructions

Center Associate: Follow the instructions listed below and ring up all charges in your POS. If you have questions regarding how to process this transaction, call Tech Support.

- 1**
- 2**
- 3** Enter the required information into the workflow and press “POST” to complete the transaction.

Note:

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