

# Manuals

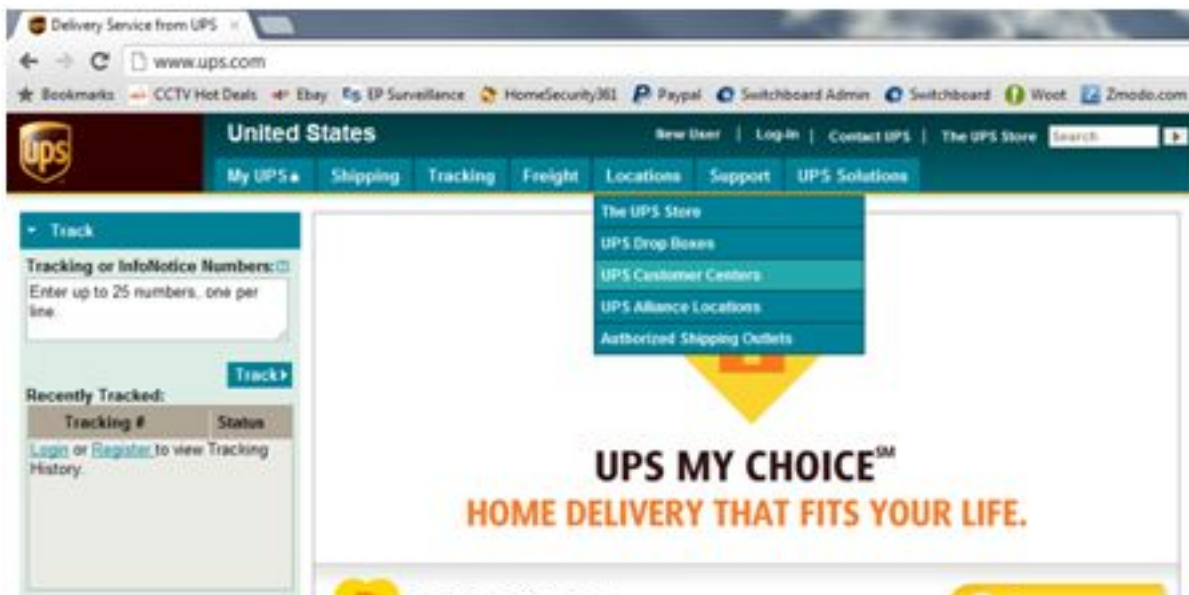
## How to Arrange an Order Pickup at a UPS Distribution Center

### UPS Customer Pickup

If your order was shipped using UPS and you would like to pick up your order from a local pickup station instead of allowing the order to be delivered, please follow these steps:

Step #1 - Locate the UPS tracking number associated with your order, then go to [www.ups.com](http://www.ups.com) and retrieve the current status. This will give the current location and estimated delivery date so that a pickup can be arranged.

Step #2 - Under the "Locations" tab select UPS Customer Centers.

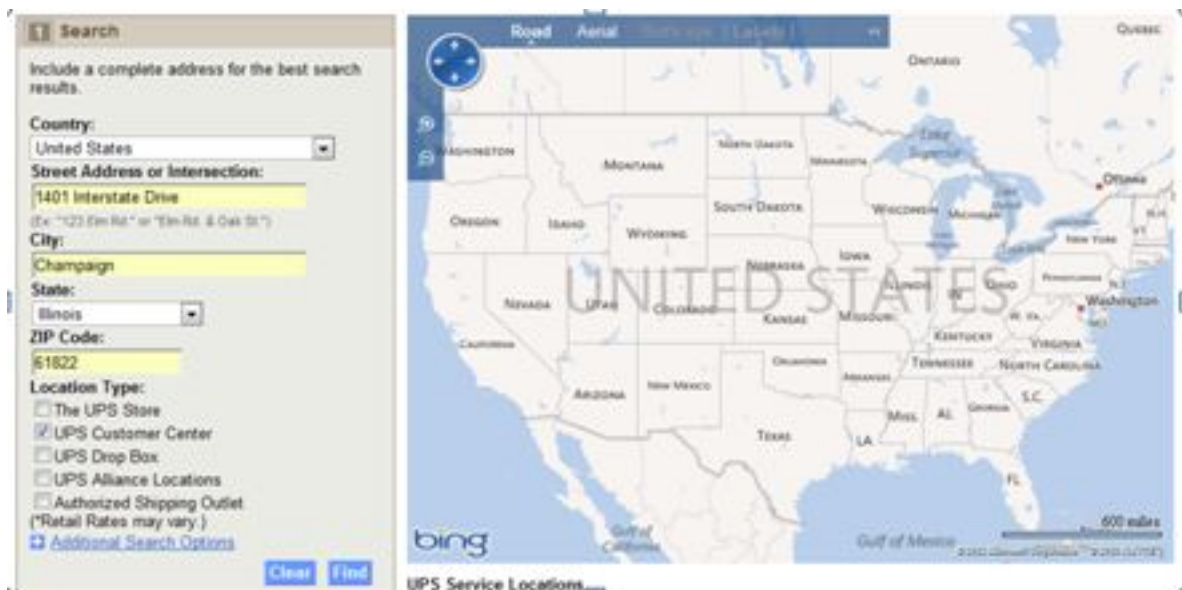


Step #3 - Select "Find Locations" from the list on the Right Side

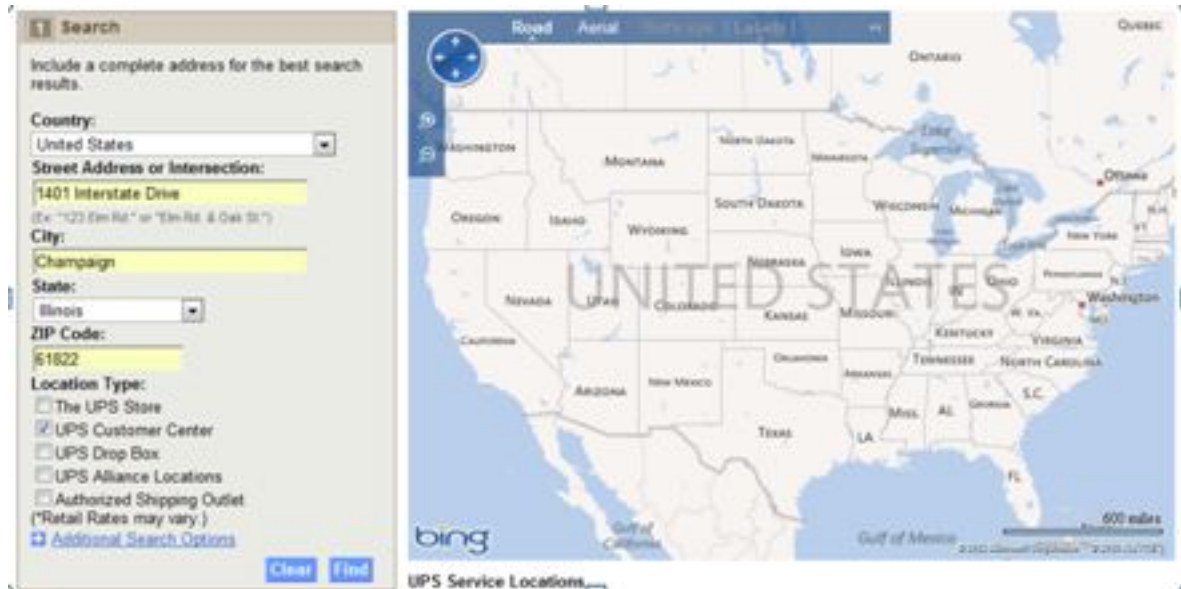
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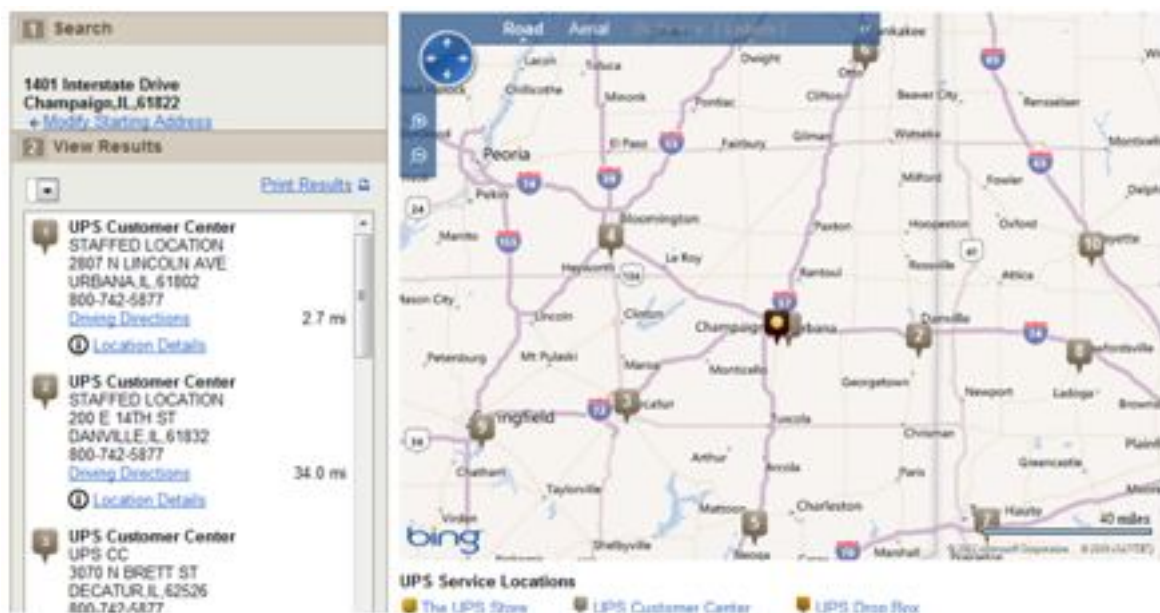
**Step #4** - Fill in your address information on the Left Side. Next change the "Location Type" so the UPS Customer Center is the ONLY option selected. Then click on the "Find" button.



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**Step #5** - The results will show the Customer Centers in the area based on the address criteria that you entered. Please note, it **MUST** be a "UPS Customer Center"



**Step #6** - Contact the general UPS Customer Center (1-800-742-5877) to arrange a pickup at a local Customer Center. You must supply the tracking number when you call this number, and you will be required to present a valid picture ID when you pick up the order. The address on the ID must match the address on the package prior to it being released.

Unique solution ID: #1102

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