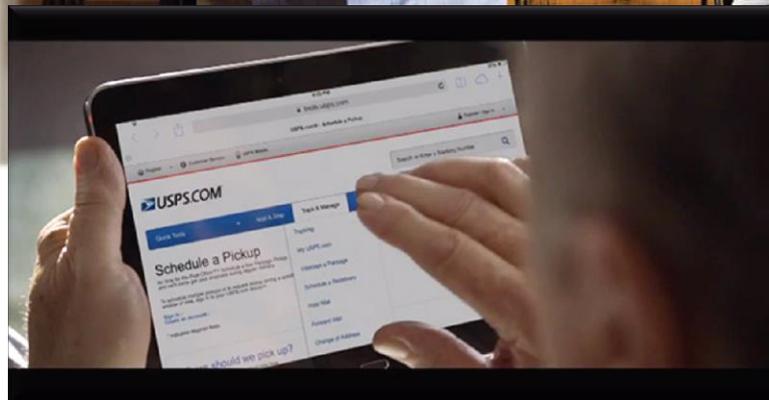


# Workshop -in -a -Box Pickup Services



- Pickup Services include:
  1. Package Pickup
  2. Collection Service
  3. Pickup on Demand
  4. Recurring Pickup or Pickup on Demand
  5. Weekly Pickup on Demand
  6. No Fee Pickup
  
- Pickup Services available to 40,260 ZIP Codes
  
- FY '14 completed 10.2M pickup requests
  
- Picked up 131.8M packages

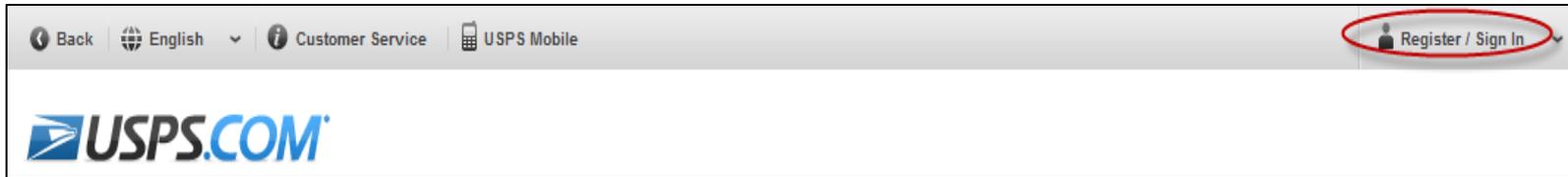


- The eight eligible products for City Delivery Routes for Package Pickup and Pickup on Demand services are:
  1. Priority Mail Express
  2. Priority Mail
  3. First-Class Package Service
  4. Parcel Select Nonpresort
  5. Returns (USPS Return Service, Merchandise Return Service, and Parcel Return Service)
  6. Priority Mail Express International
  7. Priority Mail International
  8. Global Express Guaranteed
  
- Standard Post packages may be picked up also, when combined with one or more of the eligible named products.

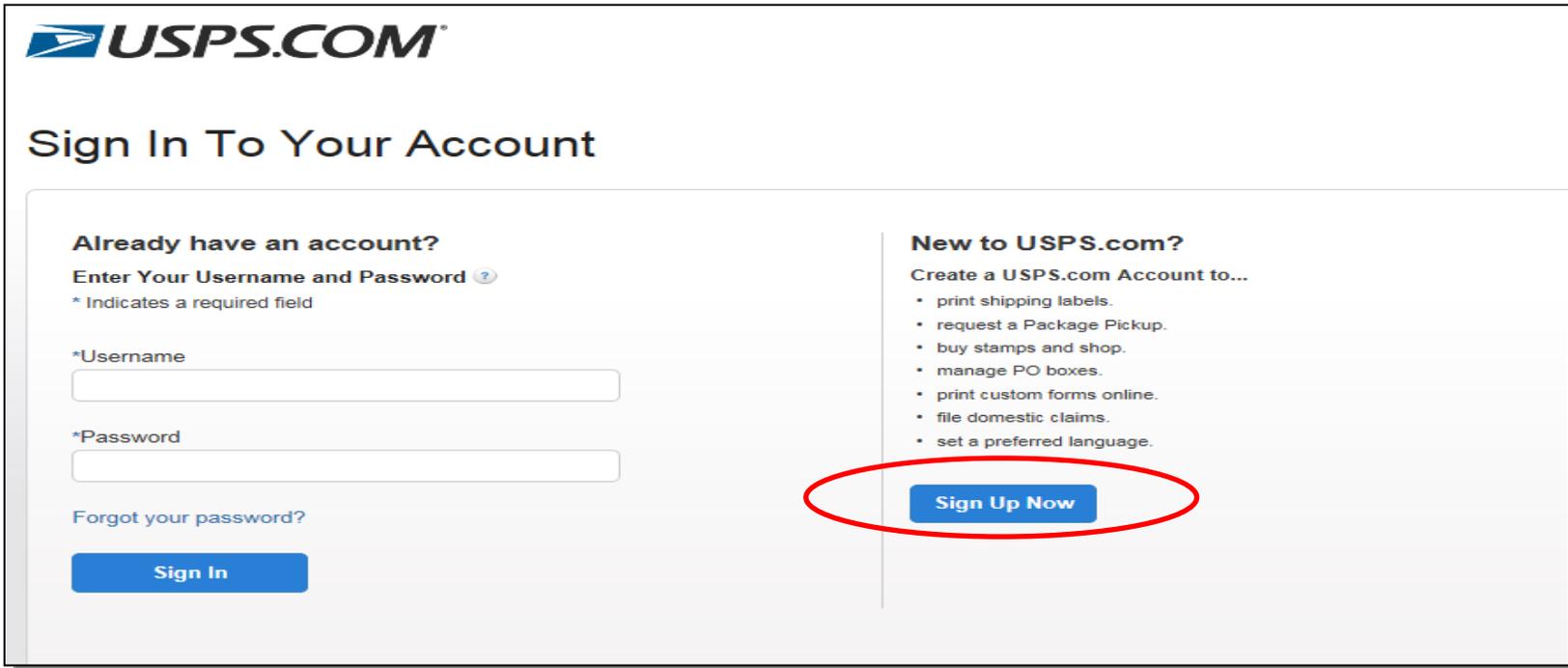
- The six eligible products for Rural Delivery Routes and Contract Delivery Service (CDS) Routes for Package Pickup and Pickup on Demand services are:
  1. Priority Mail Express
  2. Priority Mail
  3. Returns (USPS Return Service, Merchandise Return Service, and Parcel Return Service)
  4. Priority Mail Express International
  5. Priority Mail International
  6. Global Express Guaranteed
  
- First-Class Package Service, First-Class Package Return Service, Parcel Select Nonpresort, and Standard Post may be picked up also, when combined with one or more of the eligible products.

**Service  
on  
USPS.com**

1. Navigate to <http://usps.com>.
2. Click “Register / Sign in” button on the top right of the screen.



3. Click the “Sign Up Now” link.

A screenshot of the USPS.com 'Sign In To Your Account' page. The page features the USPS.COM logo at the top left. Below the logo, the heading 'Sign In To Your Account' is displayed. The page is divided into two main sections: 'Already have an account?' and 'New to USPS.com?'. The 'Already have an account?' section includes a form with fields for '\*Username' and '\*Password', a 'Forgot your password?' link, and a 'Sign In' button. The 'New to USPS.com?' section lists benefits of creating an account, such as printing shipping labels and requesting package pickup. A blue 'Sign Up Now' button is located at the bottom of this section and is circled in red.

4. Choose a language.
5. Choose an available log-in name.
6. Enter a password.
7. Choose a first and second security question.

## Create Your USPS.com Account

**\*Choose a language preference** ?

English ▼

**\*Pick a Username**

Usernames need 6 characters.  
You can use your email address. ?

**Check This Name**

---

## Enter Security Information

\* Indicates a required field

**\*Pick a Password**

Passwords need 10 characters, including an uppercase and lowercase letter, a number, and a special character. They are case-sensitive and cannot include your username or more than two repeat characters in a row. ?

Password

Password Strength  
 94% Very Strong Password

Re-Type Password

**It's a Match!**

**\*Pick Two Security Questions**

Please answer two secret questions. If you forget your password, you will be asked for this information to re-gain access to our site.

**\*First Security Question**

In what city were you born? ▼

Your Answer  
Answers are not case-sensitive. ?

Re-Type Your Answer

**It's a Match!**

**\*Second Security Question**

What is the name of your pet? ▼

Your Answer  
Answers are not case-sensitive. ?

Re-Type Your Answer

**It's a Match!**

8. Indicate whether this will be a personal account or a business account.

**My account type is a...**

Please choose which type of account you would like to create.

 <b>Personal Account</b> <input type="radio"/>	 <b>Business Account</b> <input type="radio"/>
Interested in services for your home? i.e. order stamps, renew a MailBox, mail a package, etc.	Interested in solutions for your business - home-based, small, medium, or large?

9. Click the drop down arrow under the label “Title” to select your title, then enter your first name, middle initial (not required), last name, and suffix (not required). Enter your email address and indicate whether USPS or its partners may send you communications.

### Next, we need your name and contact info

\* Indicates a required field

<b>Enter Your Name</b>	<b>Enter Your Phone</b>	<b>Enter Your Email Address</b>
Title <input type="text" value="Select"/>	*Type <input type="text" value="US"/> *Phone <input type="text"/> Ext. <input type="text"/>	*Enter Your Email Address <input type="text"/>
*First Name <input type="text"/>	Type <input type="text" value="US"/> Fax <input type="text"/>	*Re-Type Your Email Address <input type="text"/>
M.I. <input type="text"/>		<b>Can we contact you?</b> Get communications from USPS and our partners. <input type="checkbox"/> FROM USPS <input type="checkbox"/> FROM USPS PARTNERS
*Last Name <input type="text"/>		
Suffix <input type="text" value="Select"/>		

10. Use either the “Address” button or the “ZIP Code” button to locate your address. Then enter your address information and click “Verify Address”.

**Find my address by...**

Please enter your address so USPS can find the best deliverable option for you.

**Find by address**

Fill out all the required fields and validate your address so it can be verified as a valid delivery address.

**Enter Your Address**  
\* Indicates a required field

\*Country

\*Street Address

Apt/Suite/Other

\*City

\*State

ZIP Code™

11. The system will validate your address. This ensures availability of the services requested. After reading the Privacy Statement click “Create Account” button.

### Find by address

Fill out all the required fields and validate your address so it can be verified as a valid delivery address.

### Congratulations!

The address you've provided has been verified as a valid delivery address.

50 Q ST NE  
WASHINGTON DC 20002-2106

[Change This Address](#)

Please read our privacy policy.

Privacy Act Statement: Your information will be used to provide online registration capability for Internet-based services. Collection is authorized by 39 U.S.C. 401, 403, & 404. Providing the information is voluntary, but if not provided, we may not

[Create Account](#)

12. You will be taken back to <http://usps.com>, and an email confirmation will be sent to the email address you provided with the information below:

**USPostalService@usps.com**

to me ▾

Username:

Account Type:

Thank you for registering with [www.USPS.com](http://www.USPS.com). With your new username and password, you can immediately take advantage of the following products and services:

- Create a shipping label
- Schedule a package pickup
- Order mailing/shipping supplies
- Manage and Pay for a PO Box
- Buy stamps

Sign in and get started!

<http://www.usps.com/>

Forgot your password? Reset it here.

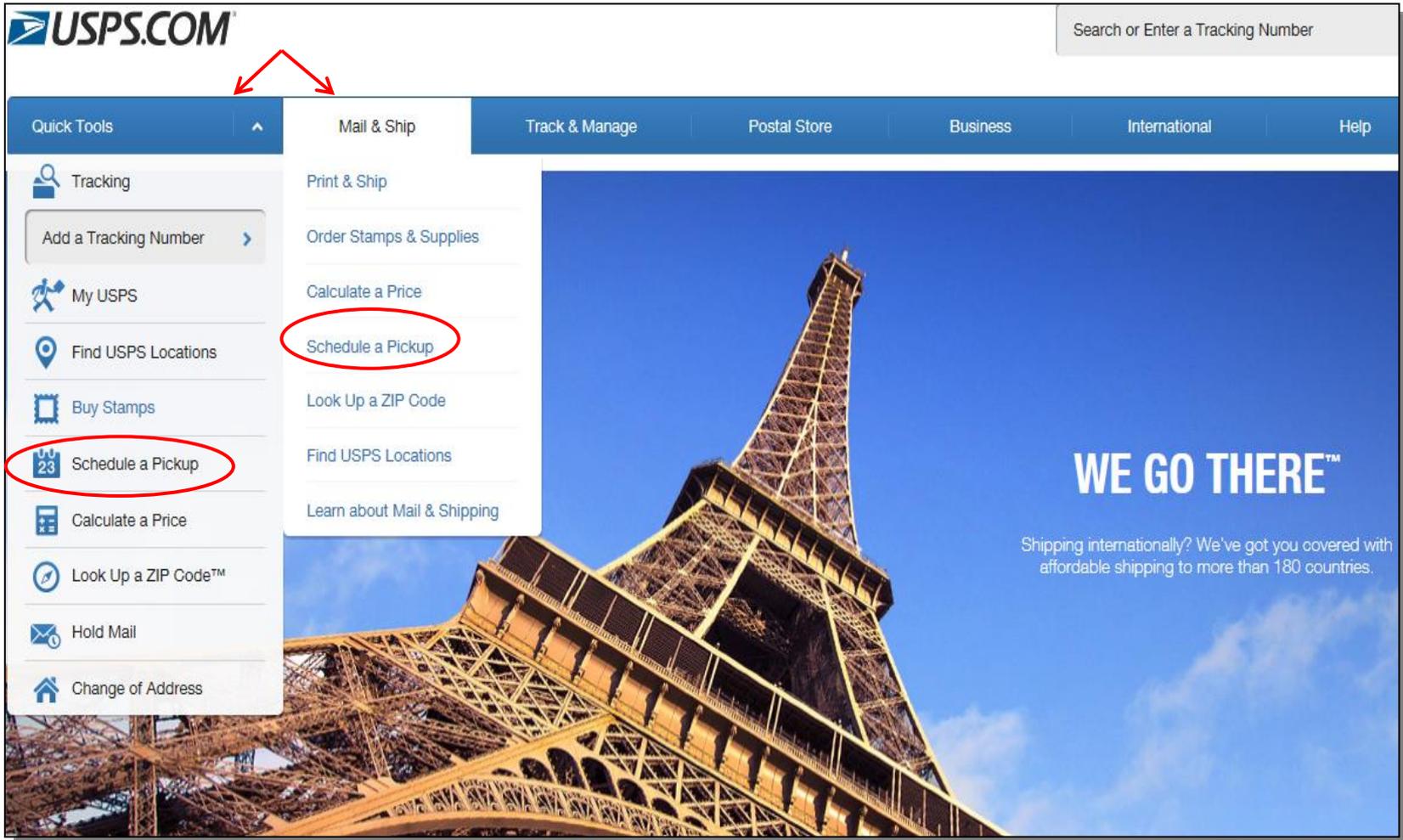
<https://reg.usps.com/forgot>

# **Scheduling a Pickup**

**on**

# **USPS.com**

1. Use your browser to navigate to <http://usps.com>.
2. Under “Quick Tools” choose “Schedule a Pickup” or, from the drop down menu under the “Mail & Ship” tab, click “Schedule a Pickup”.



The screenshot shows the USPS.COM website interface. At the top left is the USPS.COM logo. To the right is a search bar labeled "Search or Enter a Tracking Number". Below the logo is a navigation bar with tabs: "Quick Tools", "Mail & Ship", "Track & Manage", "Postal Store", "Business", "International", and "Help". The "Quick Tools" tab is active, and a dropdown menu is open, listing various services. The "Schedule a Pickup" option is circled in red. A red arrow points from the "Quick Tools" tab to the "Mail & Ship" tab, and another red arrow points from the "Mail & Ship" tab to the "Schedule a Pickup" option in the dropdown menu. The background of the page features a large image of the Eiffel Tower and the text "WE GO THERE™" with a sub-headline: "Shipping internationally? We've got you covered with affordable shipping to more than 180 countries."

3. Enter the required pickup information.
4. Once all of your information has been entered, click on the “Check Availability” button.

## Schedule a Pickup

No time for the Post Office™? Schedule a free Package Pickup and we'll come get your shipment during regular delivery.

\* indicates required fields

Still Have Questions?

[Browse our FAQs >](#)

*You can also...*

[Make changes to a Scheduled Pickup >](#)  
[Request a Refund >](#)

### Where should we pick up?

Your carrier can pick up your shipment free during regular mail delivery if you're using an expedited service like Priority Mail®, Priority Mail Express®, Global Express Guaranteed®, or Merchandise Return services.

This is a business address.

*First Name	M.I.	*Last Name	*Phone Number ?	Ext.
<input type="text" value="Romo"/>	<input type="text"/>	<input type="text" value="Shipping"/>	<input type="text" value="202 268 2883"/>	<input type="text"/>
*Street Address			*Email Address	
<input type="text" value="120 Kent Drive"/>			<input type="text" value="Romoshipping@gmail.com"/>	
Apt / Suite / Other				
<input type="text"/>				
*City				
<input type="text" value="Berkley Heights"/>				
*State			*ZIP Code™	
<input type="text" value="NJ - New Jersey"/>			<input type="text" value="07922"/>	

[CHECK AVAILABILITY](#)

Please read our privacy policy.

**Privacy Act Statement:** Your information will be used to provide Package Pickup service at the address and for the date that you request. Collection is authorized by 39 USC 401, 403, 404. Providing the information is voluntary, but if not provided, we may not process your request. We do not disclose your information to third parties without your consent, except to facilitate the transaction, to act on your behalf or request, or as legally required. This includes the following limited circumstances: to a congressional office on your behalf; to financial entities regarding financial

5. Ensure the “Service Available” button is checked.

### Where should we pick up?

Your carrier can pick up your shipment free during regular mail delivery if you're using an expedited service like Priority Mail®, Priority Mail Express®, Global Express Guaranteed®, or Merchandise Return services.

**Name and address**  
ROMO SHIPPING  
120 KENT DR  
BERKELEY HEIGHTS, NJ 07922-2332  
[Edit](#)

**Service Available**

**Phone Number:**  
2022682883

**Email Address:**  
ROMOSHIPPING@GMAIL.COM

6. Click the drop down arrow under “Where should the Carrier look for your shipment” and click the location for the carrier to pickup the package.

### Where should we look for your shipment?

\*Where should the carrier look for your shipment?

Select

- In/At Mailbox
- On the Porch**
- Front Door
- Back Door
- Side Door

Enter any additional instructions:

characters left: 255 out of 255

7. Next, select the time you want the package picked up.

### What time should we pick up?

Your carrier can pickup your shipment free, once a day, during your regular mail delivery, 1:00 PM - 3:00 PM.

To specify a time for a pickup a premium paid service is available.

During your regular mail delivery  
1:00 PM - 3:00 PM  
**\$0.00**

Specify a pickup window (Requires Sign In)\*  
**\$20.00**

\*Pickup times will be one hour before or after your time slot selection.

- Click on the day(s) that you want the package pickup to occur.

### When should we pick up?

Package Pickups will be made on the days selected.

You can schedule pickups Monday - Saturday, until 2:00 AM CT on the day of the pickup. After 2:00 AM CT, same-day pickup is not available.

Recurring Pickup ⌵  
 Calendar Key:

#### June 2015

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

#### July 2015

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

- Identify the number of packages for each type that will be picked up.

### How many items are we picking up?

Your carrier can pick up your shipment for free when they come around if you're using an expedited service like Priority Mail Express®, Priority Mail®, First-Class Package Service®, International, or a Return Service.

Priority Mail Express® <span>?</span>	<input type="text" value="0"/>
Priority Mail® <span>?</span>	<input type="text" value="1"/>
First-Class Package Service® <span>?</span>	<input type="text" value="0"/>
Parcel Select® <span>?</span>	<input type="text" value="0"/>
Ground Services <span>?</span>	<input type="text" value="0"/>
International <span>?</span>	<input type="text" value="0"/>
Return Services <span>?</span>	<input type="text" value="0"/>

11. Enter the total estimated weight of the packages. Agree to the Terms & Conditions. Then click “Schedule a Pickup.”

### Pickup Summary

Total Number of Items **1**

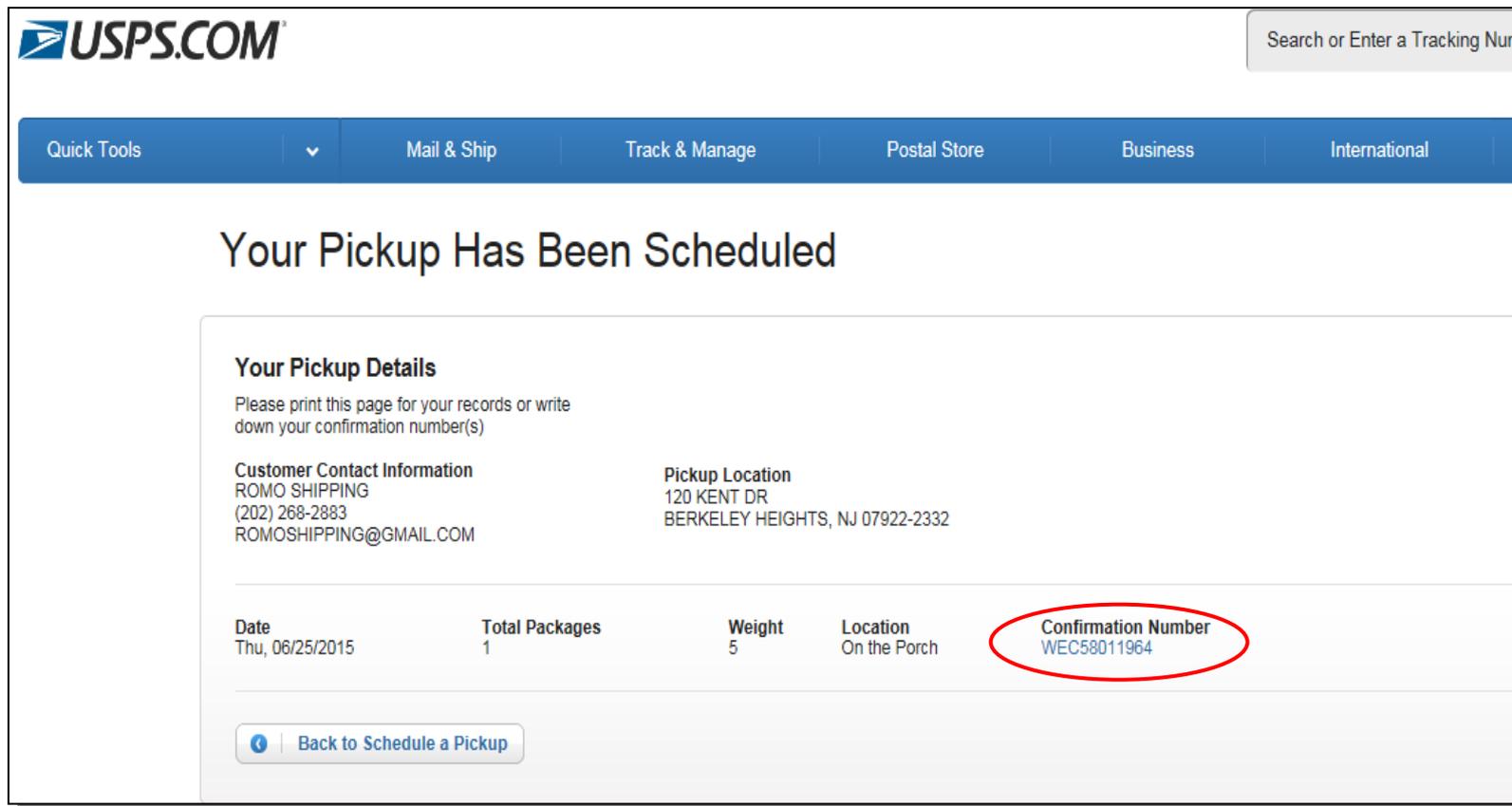
\*Estimate the total weight.  lbs

Round the estimated total weight to the nearest pound.  
Make sure your package has sufficient postage to cover shipping and extra services.  
We cannot accept items over 70 lbs or 130". And mailpieces weighing more than 13 oz bearing only stamps as postage are not eligible for pickup.

I have read, understand, and agree to the [Terms & Conditions](#) as well as the following statement:  
Be sure to place your package(s) in a secure location for pickup. The United States Postal Service® bears no liability for lost, stolen, or damaged packages due to placement in an insecure location. The USPS® is also not responsible for service delays when the package has incorrect postage, incomplete postage information, or is otherwise not ready for shipment.

 **Schedule a Pickup**

11. The screen containing a confirmation number will be displayed.



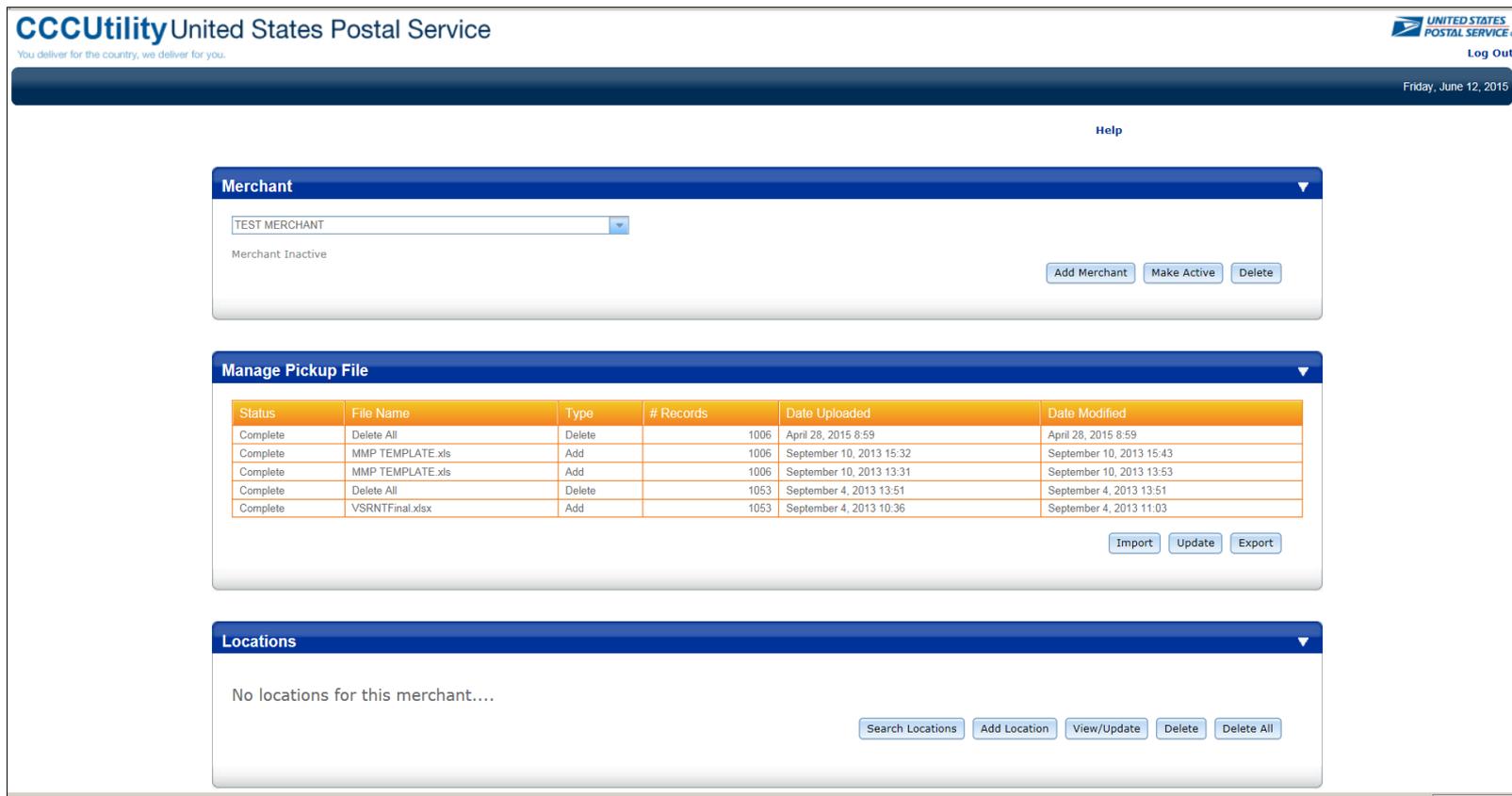
The screenshot shows the USPS.COM website interface. At the top left is the USPS.COM logo. To the right is a search bar with the placeholder text "Search or Enter a Tracking Num". Below the search bar is a navigation menu with the following items: "Quick Tools", "Mail & Ship", "Track & Manage", "Postal Store", "Business", and "International". The main heading of the page is "Your Pickup Has Been Scheduled". Below this heading is a section titled "Your Pickup Details" with the instruction: "Please print this page for your records or write down your confirmation number(s)". This section is divided into two columns: "Customer Contact Information" and "Pickup Location".

Date	Total Packages	Weight	Location	Confirmation Number
Thu, 06/25/2015	1	5	On the Porch	WEC58011964

At the bottom of the page, there is a button labeled "Back to Schedule a Pickup" with a left-pointing arrow.

# **Bulk File Upload Package Pickup**

- Commercial customers, with 10 or more locations, should contact their Business Service Network (BSN) to conduct a Bulk File upload for recurring pickups. Requests are sent to the local pickup office through My Post Office (MyPO).



**CCCUtility** United States Postal Service  
You deliver for the country, we deliver for you.

Log Out  
Friday, June 12, 2015

Help

**Merchant**

TEST MERCHANT

Merchant Inactive

Add Merchant Make Active Delete

**Manage Pickup File**

Status	File Name	Type	# Records	Date Uploaded	Date Modified
Complete	Delete All	Delete	1006	April 28, 2015 8:59	April 28, 2015 8:59
Complete	MMP TEMPLATE.xls	Add	1006	September 10, 2013 15:32	September 10, 2013 15:43
Complete	MMP TEMPLATE.xls	Add	1006	September 10, 2013 13:31	September 10, 2013 13:53
Complete	Delete All	Delete	1053	September 4, 2013 13:51	September 4, 2013 13:51
Complete	VSRNTFinal.xlsx	Add	1053	September 4, 2013 10:36	September 4, 2013 11:03

Import Update Export

**Locations**

No locations for this merchant....

Search Locations Add Location View/Update Delete Delete All

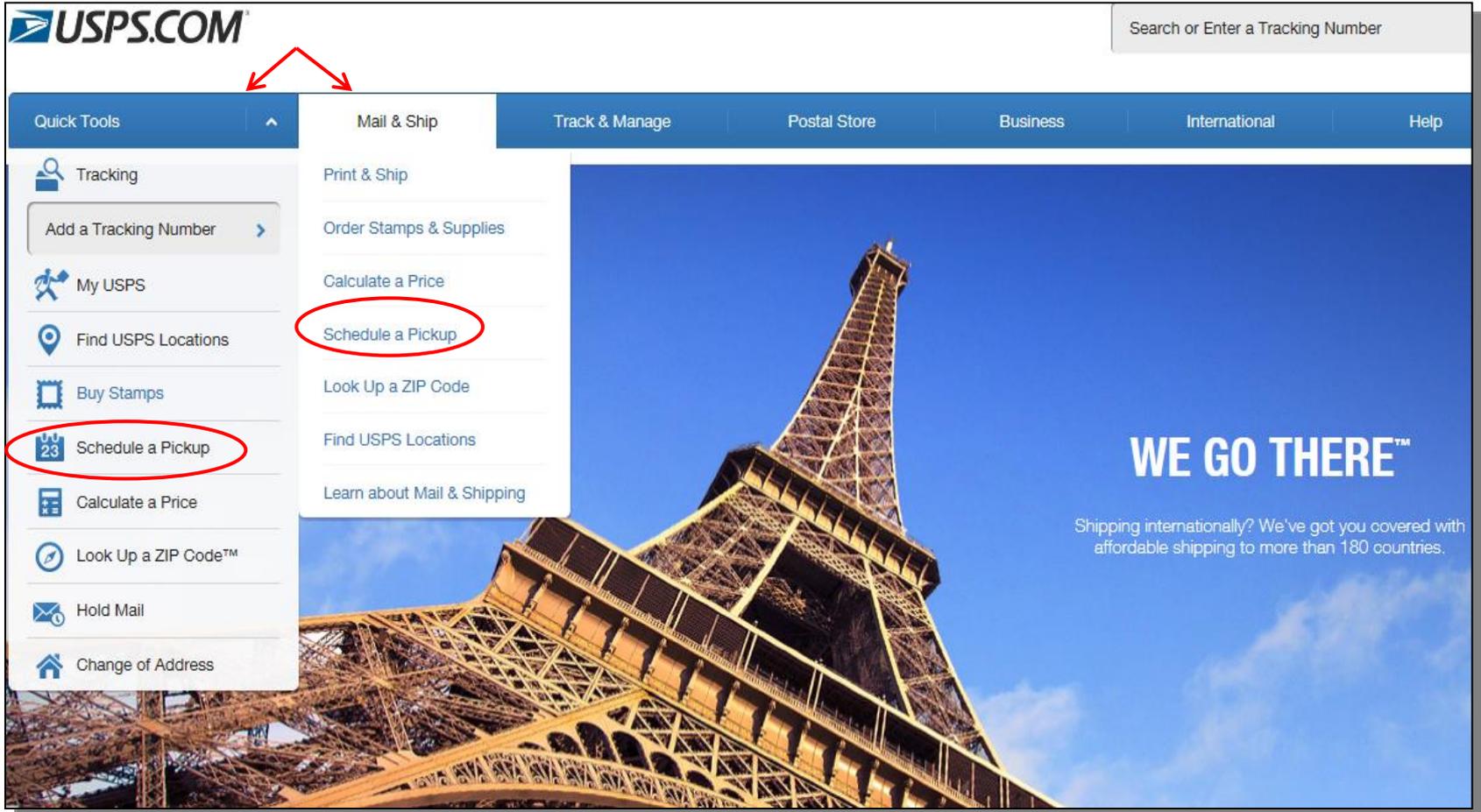
## 2. This application can also be used to cleanse an address list.

	A	B	C	D	E	F	G	H	I	J	AC
1	Organization Name	First Name	Last Name	Address Line One	Address Line Two	City	Urbanization Code	State	ZIP 5	ZIP 4	Available Reason
2	TEST	TEST	TEST	999 3RD AVE		NEW YORK		NY	10022	1207	
3	TEST	TEST	TEST	1782 N HIGH ST		COLUMBUS		OH	43201	1144	
4	TEST	TEST	TEST	3000 E 1ST AVE		DENVER		UN	80206		Address contains invalid character(s).
5	TEST	TEST	TEST	1201 LAKE WOODLANDS DR STE 3022		SPRING		TX	77380	5014	
6	TEST	TEST	TEST	497 HIGHWAY 89		CAMERON		AZ	86020		Route not eligible for service.
7	TEST	TEST	TEST	405 12TH AVE S		NASHVILLE		TN	37203	4007	
8	TEST	TEST	TEST	188 MIDDLE ST		PORTLAND		ME	04101	4005	
9	TEST	TEST	TEST	1801 WALNUT ST		PHILADELPHIA		PA	19103	4727	
10	TEST	TEST	TEST	750 HEARST AVE		BERKELEY		CA	94710	1927	
11	TEST	TEST	TEST	1555 SIMI TOWN CENTER WAY STE 505		SIMI VALLEY		CA	93065	0532	
12	TEST	TEST	TEST	6000 GLADES RD STE 1310		BOCA RATON		FL	33431	7278	
13	TEST	TEST	TEST	73595 EL PASEO STE B1204		PALM DESERT		CA	92260	4349	
14	TEST	TEST	TEST	PO BOX 5		MOUNTAIN TOP		PA	18707		Service not available for address
15	TEST	TEST	TEST	1013 MASSACHUSETTS ST		LAWRENCE		KS	66044	2923	
16	TEST	TEST	TEST	1491 SAINT LOUIS GALLERIA # 1491		SAINT LOUIS		MO	63117	1112	
17	TEST	TEST	TEST	PO BOX 3000		MERRIFIELD		VA	22119		ZIP Code not in service area
18	TEST	TEST	TEST	7101 DEMOCRACY BLVD SPC 1310		BETHESDA		MD	20817	1069	
19	TEST	TEST	TEST	122 COMMONS DR		GENEVA		IL	00000		Address contains invalid character(s)
20	TEST	TEST	TEST	43 THE PROMENADE		EDGEWATER		NJ	07020	2126	
21	TEST	TEST	TEST	200 SUMMIT BLVD STE 400		VESTAVIA		AL	35243	3171	
22	TEST	TEST	TEST	2015 BIRCH RD		CHULA VISTA		CA	91915	2011	An invalid address was entered. Please verify address, including apartment.
23	TEST	TEST	TEST	6425 PENN AVE		PITTSBURGH		PA	15206	4037	
24	TEST	TEST	TEST	1860 UTICA SQ		TULSA		OK	74114	1408	
25	TEST	TEST	TEST	8687 N CENTRAL EXPY STE 2212		DALLAS		TX	75225	4548	
26	TEST	TEST	TEST	900 UNIVERSITY AVE		RIVERSIDE		CA	92521		ZIP Code not in service area
27	TEST	TEST	TEST	5 WOODFIELD SHOPPING CTR # E-306		SCHAUMBURG		IL	60173	5012	
28	TEST	TEST	TEST	10000 PERKINS ROWE STE 170		BATON ROUGE		LA	70810	1797	
29	TEST	TEST	TEST	1 WALDEN GALLERIA # TH-112		BUFFALO		NY	14225	5408	
30	TEST	TEST	TEST	545 S MILL AVE		TEMPE		AZ	85281	3607	
31	TEST	TEST	TEST	221 W BROUGHTON ST		SAVANNAH		GA	31401	3213	
32	MNBVCXZLKJHGFDSAPOIU PO	TEST	TEST	1905 CALLE BARCELONA STE 120		CARLSBAD		CA	92009		Company Name exceeds max characters allowed. Max length is 50.
33	TEST	TEST	TEST	101 POST RD E		WESTPORT		CT	06880	3410	
34	TEST	TEST	TEST	GENERAL DELIVERY		RENO		NV	89501	7605	Service not available for address.
35	TEST	MNBVCXZLKJHGFDSAPO	TEST	5 WOODFIELD SHOPPING CTR # N326		SCHAUMBURG		IL	60173	5012	First Name exceeds max characters allowed. Max length is 50.
36	TEST	TEST	TEST	2800 W BIG BEAVER RD STE Q-107		TROY		MI	48084	3214	Service not available for address.
37	TEST	TEST	TEST	1000 HIGHLAND COLONY PKWY STE 2004		RIDGELAND		MS	39157	2075	
38	MNBVCXZLKJHGFDSAPOIU PO	TEST	TEST	4200 CONROY RD		ORLANDO		FL	32839	2449	Company Name exceeds max characters allowed. Max length is 50.
39											

# **Scheduling Pickup on Demand**

## **USPS.com**

1. Use your browser to navigate to <http://usps.com> and sign in or register.
2. Under “Quick Tools” choose “Schedule a Pickup” or from the drop down menu under the “Mail & Ship” tab, click “Schedule a Pickup”.



The screenshot displays the USPS.COM website interface. At the top left is the USPS.COM logo. A search bar on the top right contains the text "Search or Enter a Tracking Number". Below the logo is a navigation bar with tabs: "Quick Tools", "Mail & Ship", "Track & Manage", "Postal Store", "Business", "International", and "Help". The "Quick Tools" tab is expanded, showing a list of options: "Tracking", "Add a Tracking Number", "My USPS", "Find USPS Locations", "Buy Stamps", "Schedule a Pickup", "Calculate a Price", "Look Up a ZIP Code™", "Hold Mail", and "Change of Address". The "Schedule a Pickup" option is circled in red. The "Mail & Ship" tab is also expanded, showing options: "Print & Ship", "Order Stamps & Supplies", "Calculate a Price", "Schedule a Pickup", "Look Up a ZIP Code", "Find USPS Locations", and "Learn about Mail & Shipping". The "Schedule a Pickup" option in this menu is also circled in red. A red arrow points from the "Quick Tools" tab to the "Mail & Ship" tab. The background of the page features a large image of the Eiffel Tower and the slogan "WE GO THERE™" with the text "Shipping internationally? We've got you covered with affordable shipping to more than 180 countries."

3. Enter the required pickup information.
4. Once all your information has been entered, click on the “Check Availability” button.

### Where should we pick up?

Your carrier can pick up your shipment free during regular mail delivery if you're using an expedited service like Priority Mail®, Priority Mail Express®, Global Express Guaranteed®, or Merchandise Return services.

This is a business address.

*First Name	M.I.	*Last Name	*Phone Number ?	Ext.
<input type="text" value="Romo"/>	<input type="text"/>	<input type="text" value="Shipping"/>	<input type="text" value="202 268 2883"/>	<input type="text"/>
*Street Address			*Email Address	
<input type="text" value="120 Kent Drive"/>			<input type="text" value="Romoshipping@gmail.com"/>	
Apt / Suite / Other				
<input type="text"/>				
*City				
<input type="text" value="Berkley Heights"/>				
*State		*ZIP Code™		
<input type="text" value="NJ - New Jersey"/>		<input type="text" value="07922"/>		

**CHECK AVAILABILITY**

Please read our privacy policy.

**Privacy Act Statement:** Your information will be used to provide Package Pickup service at the address and for the date that you request. Collection is authorized by 39 USC 401, 403, 404. Providing the information is voluntary, but if not provided, we may not process your request. We do not disclose your information to third parties without your consent, except to facilitate the transaction, to act on your behalf or request, or as legally required. This includes the following limited circumstances: to a congressional office on your behalf; to financial entities regarding financial

5. The service is confirmed for the address entered.

### Where should we pick up?

Your carrier can pick up your shipment free during regular mail delivery if you're using an expedited service like Priority Mail®, Priority Mail Express®, Global Express Guaranteed®, or Merchandise Return services.

**Name and address**  
ROMO SHIPPING  
120 KENT DR  
BERKELEY HEIGHTS, NJ 07922-2332  
[Edit](#)

**Service Available**

**Phone Number:**  
2022682883

**Email Address:**  
ROMOSHIPPING@GMAIL.COM

6. Select the location where the shipment will be left.

### Where should we look for your shipment?

\*My shipment will be...

- Select
- In/At Mailbox
- On the Porch**
- Front Door
- Back Door
- Side Door

Enter any additional instructions: ?

characters left: 255 out of 255

- Select the time you want the package picked up. Click “Specify a pickup window”, then click on an available pickup time from the dropdown menu.

### What time should we pick up?

Your carrier can pickup your shipment free, once a day, during your regular mail delivery, 1:00 PM - 3:00 PM.

To specify a time for a pickup a premium paid service is available.

During your regular mail delivery  
1:00 PM - 3:00 PM  
\$0.00

Specify a pickup window (Requires Sign In)\*  
\$20.00

\*Pickup times will be one hour before or after your time slot selection.

Available Pickup Times:

2:00 PM ▾

Last Available

**Pickup Hours:**  
 Mon-Fri 10:00 AM - 4:00 PM  
 Sat 10:00 AM - 1:00 PM  
 Sun Closed

- Then, click on the day that you want the package picked up.

### When should we pick up?

Package Pickups will be made on the days selected.

You can schedule pickups Monday - Saturday, until 2:00 AM CT on the day of the pickup. After 2:00 AM CT, same-day pickup is not available.

Recurring Pickup ▾

Calendar Key: ■ ■ ■ ■

**June 2015**

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

**July 2015**

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

9. If multiple pickups are needed for this location and time, they may also be scheduled.

### When should we pick up?

Package Pickups will be made on the days selected.

You can schedule pickups Monday - Saturday, until 2:00 AM CT on the day of the pickup. After 2:00 AM CT, same-day pickup is not available.

Recurring Pickup ⌵  
 Calendar Key:

#### June 2015

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

#### July 2015

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

10. Identify the number of packages for each appropriate category of mail that will be picked up.

### How many items are we picking up?

Please note, any mailpiece, including mail destined to APO/FPO/DPO addresses, with a customs declaration form that was not completed and submitted online (e.g., using the Click-N-Ship® application) must be presented by the customer to an employee at a retail service counter at a Post Office™ location. In addition, any mailpiece that requires a customs declaration form and bears postage stamps must also be presented by the customer to an employee at a retail service counter at a Post Office™ location.

Priority Mail Express® <span>?</span>	<input type="text" value="0"/>
Priority Mail® <span>?</span>	<input type="text" value="1"/>
First-Class Package Service® <span>?</span>	<input type="text" value="1"/>
Parcel Select® <span>?</span>	<input type="text" value="0"/>
Ground Services <span>?</span>	<input type="text" value="0"/>
International <span>?</span>	<input type="text" value="0"/>
Return Services <span>?</span>	<input type="text" value="0"/>

11. Enter the total estimated weight of the packages. Agree to the Terms & Conditions. Then click “Schedule a Pickup.”

### Pickup Summary

**Total Number of Items**      2

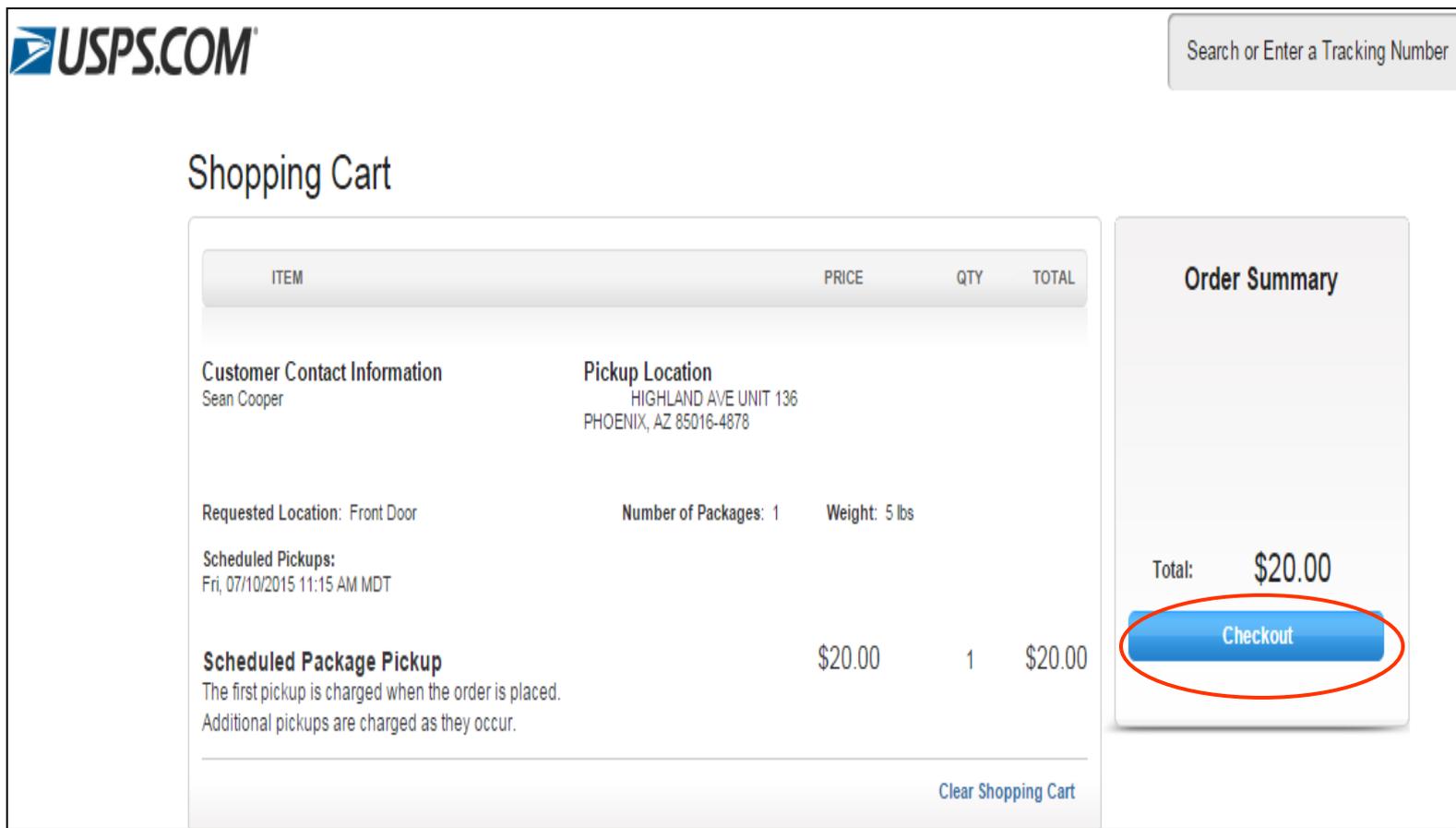
**\*Estimate the total weight.**            lbs

Round the estimated total weight to the nearest pound.  
Make sure your package has sufficient postage to cover shipping and extra services.  
We cannot accept items over 70 lbs or 130". And mailpieces weighing more than 13 oz bearing only stamps as postage are not eligible for pickup.

I have read, understand, and agree to the [Terms & Conditions](#) as well as the following statement:  
Be sure to place your package(s) in a secure location for pickup. The United States Postal Service® bears no liability for lost, stolen, or damaged packages due to placement in an insecure location. The USPS® is also not responsible for service delays when the package has incorrect postage, incomplete postage information, or is otherwise not ready for shipment.

 **Schedule a Pickup**

- Review the information for accuracy, and then click on “Checkout”.



**USPS.COM** Search or Enter a Tracking Number

## Shopping Cart

ITEM	PRICE	QTY	TOTAL
<b>Customer Contact Information</b> Sean Cooper			
<b>Pickup Location</b> HIGHLAND AVE UNIT 136 PHOENIX, AZ 85016-4878			
Requested Location: Front Door	Number of Packages: 1	Weight: 5 lbs	
Scheduled Pickups: Fri, 07/10/2015 11:15 AM MDT			
<b>Scheduled Package Pickup</b> The first pickup is charged when the order is placed. Additional pickups are charged as they occur.	\$20.00	1	\$20.00

**Order Summary**

Total: **\$20.00**

[Checkout](#)

[Clear Shopping Cart](#)

## 13. Complete the Billing Information page and click on “Next Pay and Print”.



### Pick Up on Demand

\*indicates a required field

You can also...  
[View/Edit Pick Up on Demand Requests in your cart \(1\)](#)

Choose Service      Review and Pay      Print

Once you've completed your transaction, an email confirmation will be sent to you at your profile email address [mandychau11@gmail.com](mailto:mandychau11@gmail.com) [Edit My Profile](#)

#### Billing Information

Order Total (1): \$20.00

Paying with a credit card is safe and easy. All the information is encrypted and transmitted securely. For more details, see our [Privacy Policy](#).

\*I agree that I will present all items that are liquid, perishable or potentially hazardous to a postal employee for acceptance and that all fragile items are properly packaged.

I will NOT present any item containing cigarettes or smokeless tobacco.

Use a credit card 

Use New Card

\*Card Number       \*Security Code

Expires on    \*Month      \*Year  
Month      Year

Enter Cardholder's Name and Billing Address

Use my profile information

\*Cardholder's Name

\*Address 1

Address 2 (Apt, floor, suite, PMB, etc)

\*City

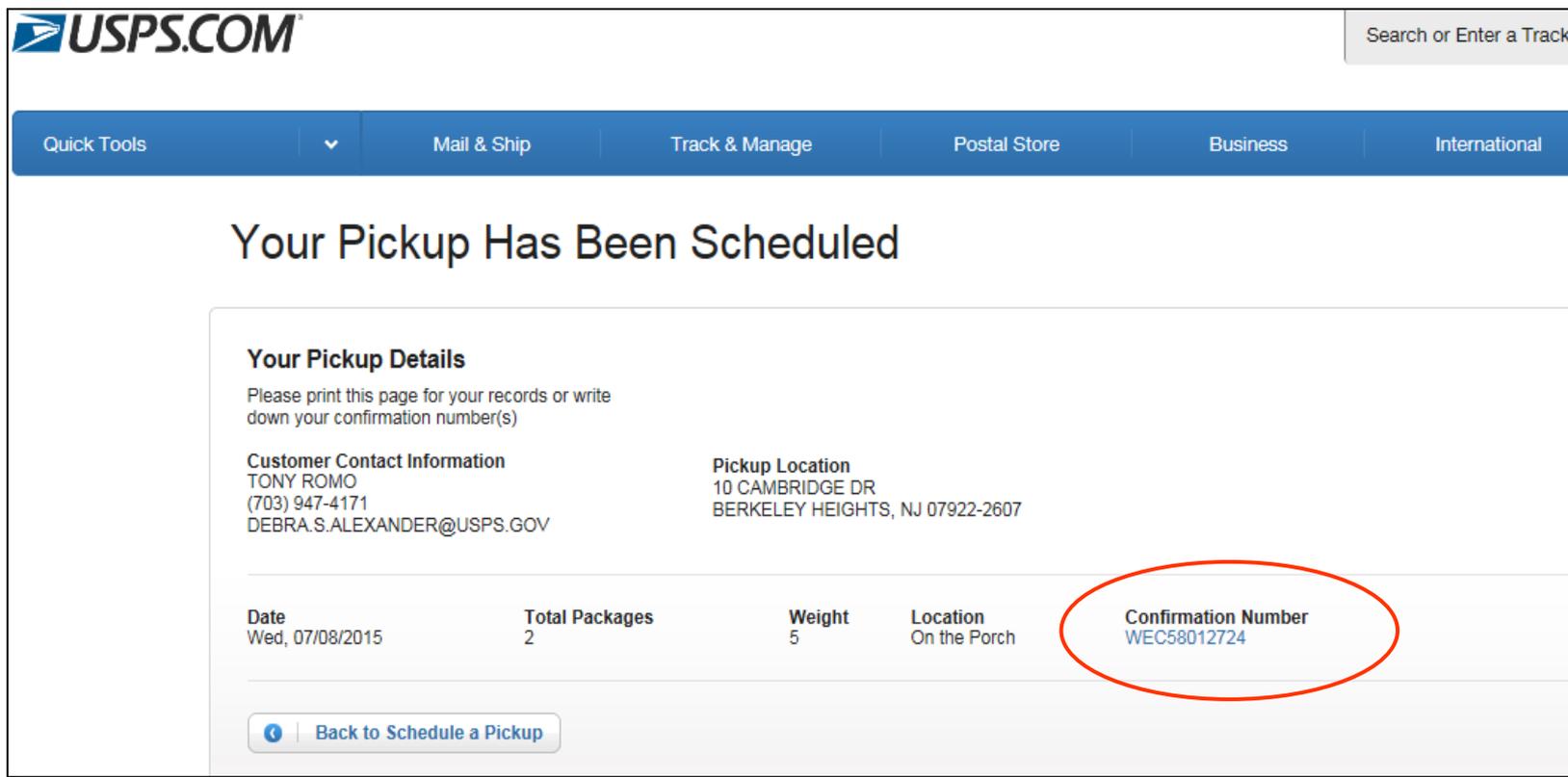
\*State

\*ZIP Code™

Save this credit card to my account

Card Nickname ("Business Card", "Personal Card", etc.)

14. You will receive a confirmation once you have completed the checkout.



**USPS.COM** Search or Enter a Track

Quick Tools Mail & Ship Track & Manage Postal Store Business International

## Your Pickup Has Been Scheduled

**Your Pickup Details**  
Please print this page for your records or write down your confirmation number(s)

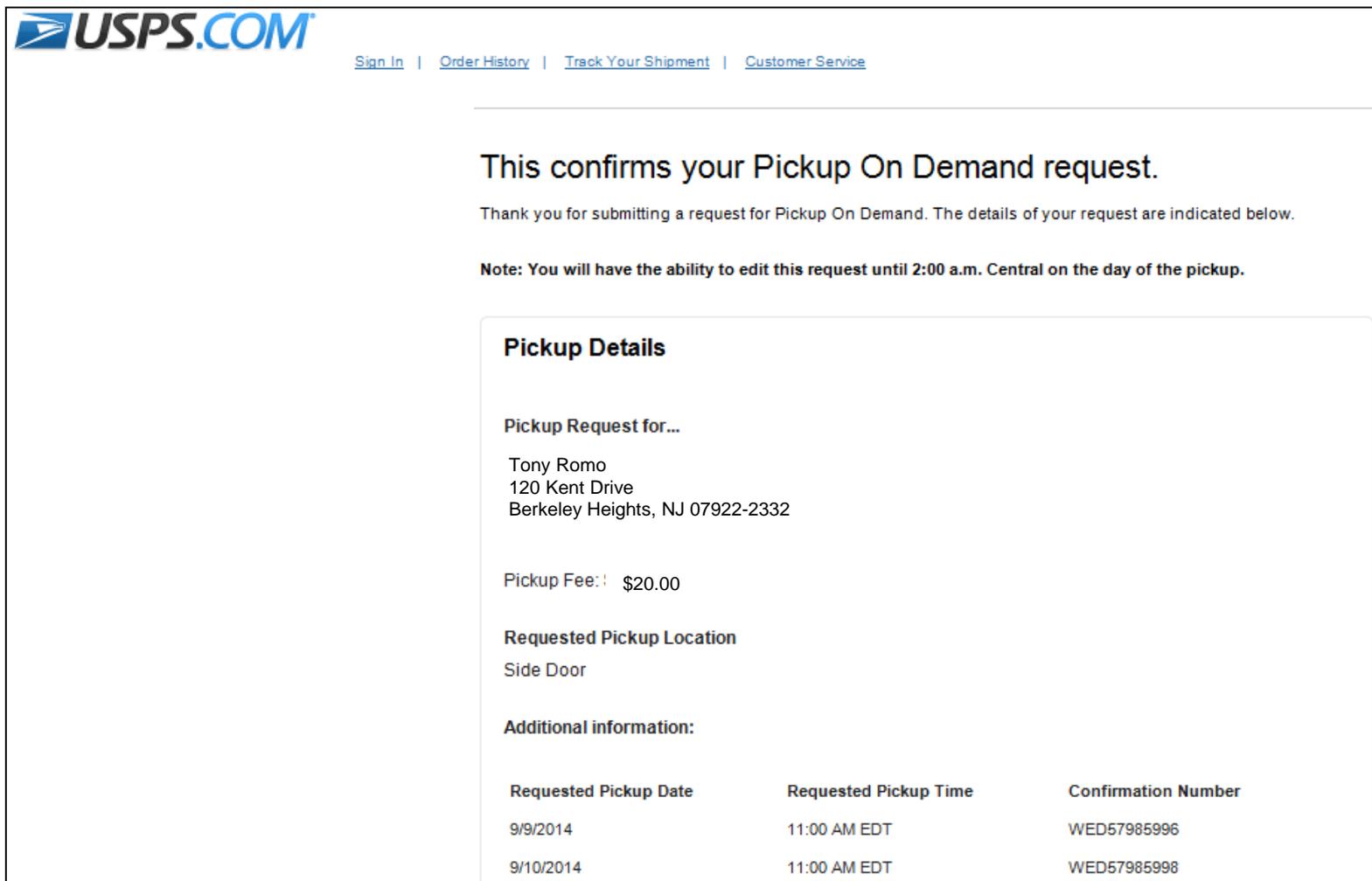
**Customer Contact Information**  
TONY ROMO  
(703) 947-4171  
DEBRA.S.ALEXANDER@USPS.GOV

**Pickup Location**  
10 CAMBRIDGE DR  
BERKELEY HEIGHTS, NJ 07922-2607

Date	Total Packages	Weight	Location	Confirmation Number
Wed, 07/08/2015	2	5	On the Porch	WEC58012724

[Back to Schedule a Pickup](#)

15. You will also receive an email confirmation once you have completed the checkout.



**USPS.COM** [Sign In](#) | [Order History](#) | [Track Your Shipment](#) | [Customer Service](#)

**This confirms your Pickup On Demand request.**

Thank you for submitting a request for Pickup On Demand. The details of your request are indicated below.

**Note:** You will have the ability to edit this request until 2:00 a.m. Central on the day of the pickup.

**Pickup Details**

**Pickup Request for...**

Tony Romo  
120 Kent Drive  
Berkeley Heights, NJ 07922-2332

**Pickup Fee:** \$20.00

**Requested Pickup Location**  
Side Door

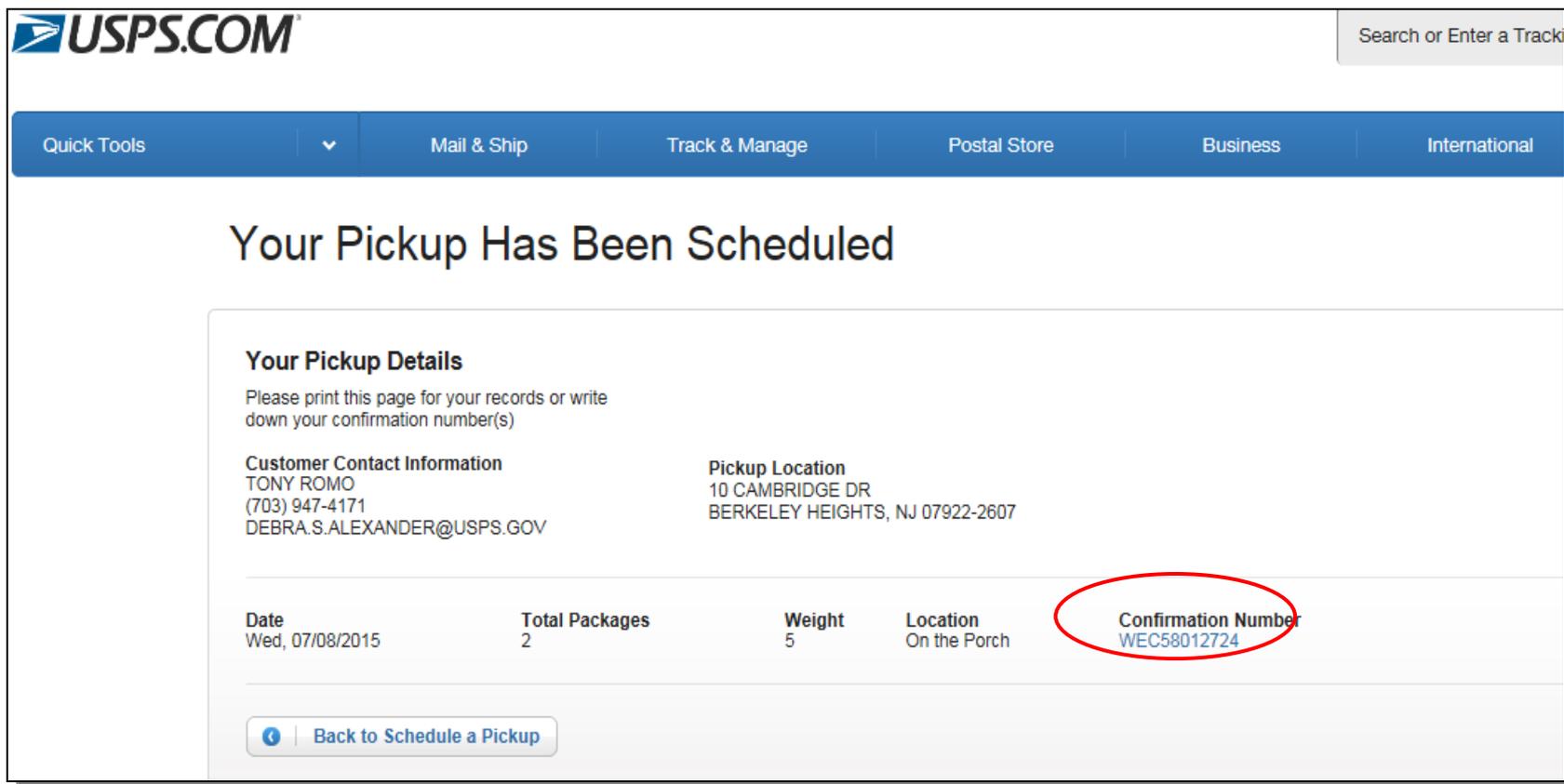
**Additional information:**

Requested Pickup Date	Requested Pickup Time	Confirmation Number
9/9/2014	11:00 AM EDT	WED57985996
9/10/2014	11:00 AM EDT	WED57985998

# **Editing a Pickup Request**

## **USPS.com**

1. Once a pickup request has been completed, click on the confirmation number on the confirmation page.



**USPS.COM** Search or Enter a Track

Quick Tools Mail & Ship Track & Manage Postal Store Business International

## Your Pickup Has Been Scheduled

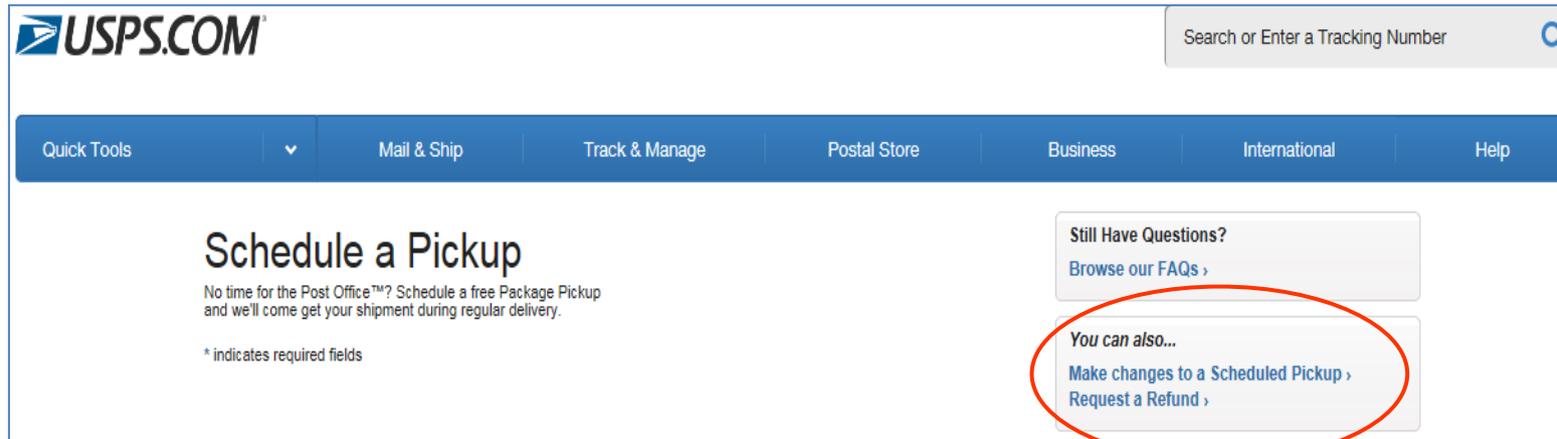
**Your Pickup Details**  
Please print this page for your records or write down your confirmation number(s)

<b>Customer Contact Information</b> TONY ROMO (703) 947-4171 DEBRA.S.ALEXANDER@USPS.GOV	<b>Pickup Location</b> 10 CAMBRIDGE DR BERKELEY HEIGHTS, NJ 07922-2607
--	--

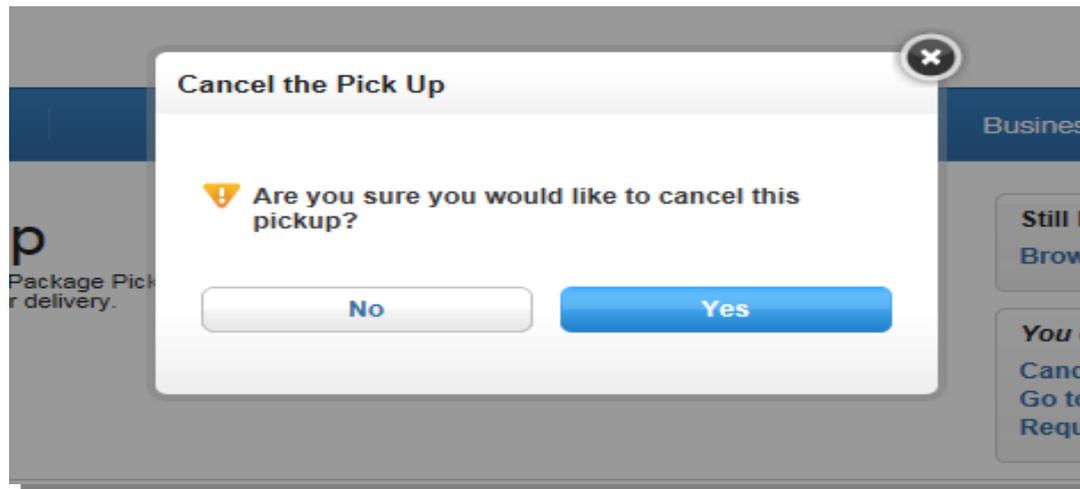
Date	Total Packages	Weight	Location	Confirmation Number
Wed, 07/08/2015	2	5	On the Porch	WEC58012724

[Back to Schedule a Pickup](#)

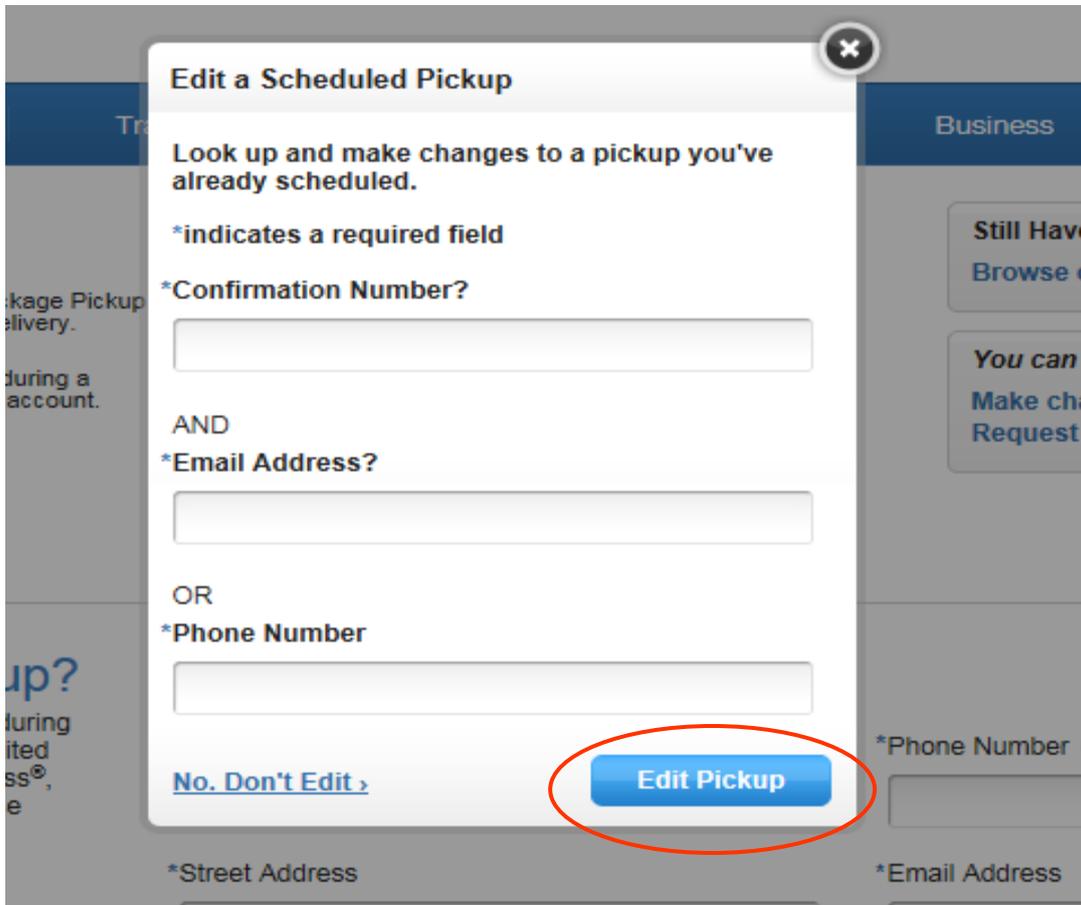
- You will be taken back to the “Schedule a Pickup” page where you will be able to edit, cancel or request a refund.



- If you choose cancel, the “Cancel the Pick Up” screen will appear. Once you click “Yes” your order will be cancelled and an email confirmation will be sent. If You choose “No” you will be taken back to the Schedule a Pickup screen.



4. If you choose to make changes to your request, the following screen will appear.
5. Enter the requested information and click “Edit Pickup”.



**Edit a Scheduled Pickup**

Look up and make changes to a pickup you've already scheduled.

\*indicates a required field

\*Confirmation Number?

AND

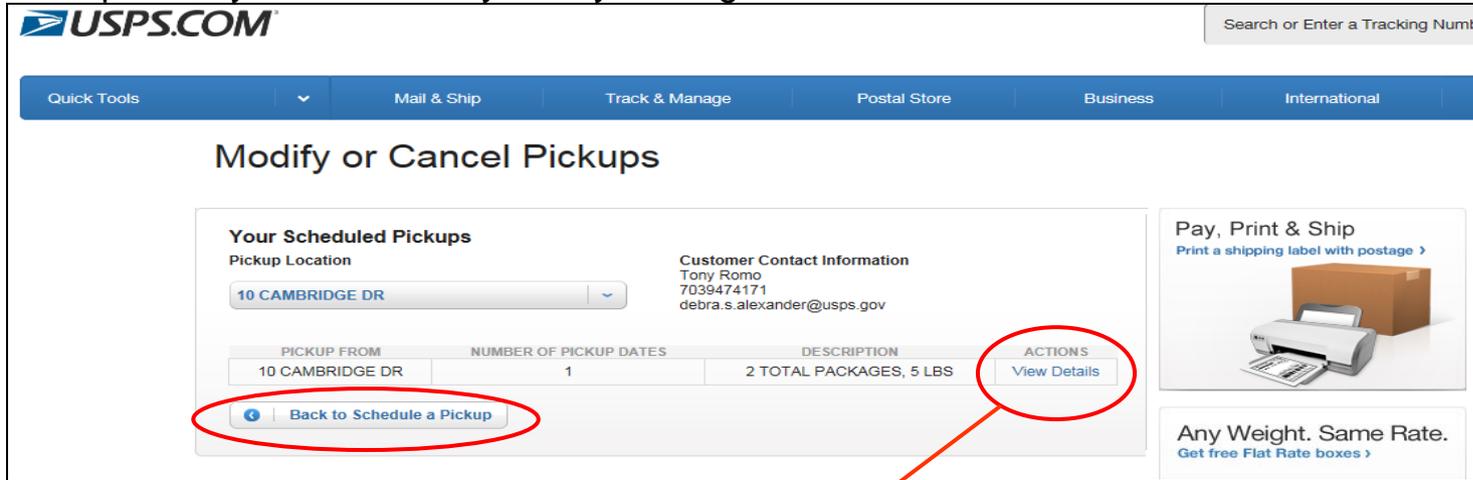
\*Email Address?

OR

\*Phone Number

[No. Don't Edit >](#) [Edit Pickup](#)

6. You will be taken to the “Modify or Cancel Pickups” screen which will allow you to view your Pickup History and return to you to your original order.



**USPS.COM** Search or Enter a Tracking Number

Quick Tools | Mail & Ship | Track & Manage | Postal Store | Business | International

## Modify or Cancel Pickups

**Your Scheduled Pickups**

Pickup Location: 10 CAMBRIDGE DR

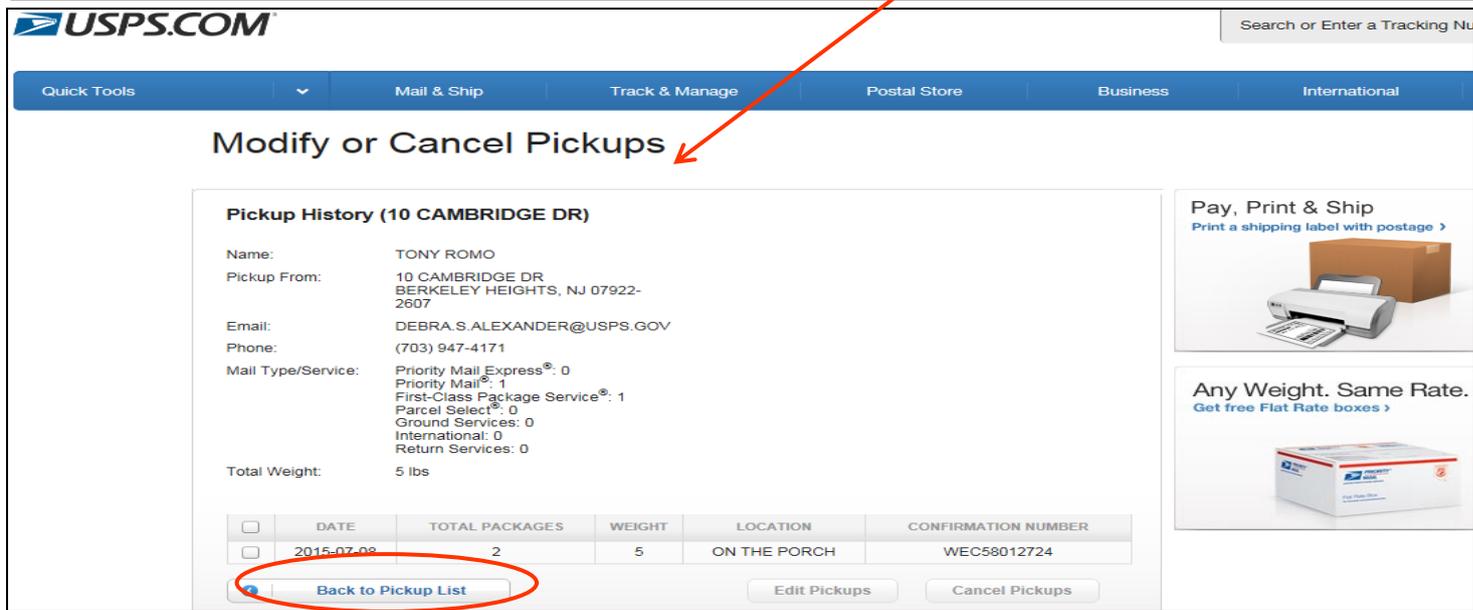
Customer Contact Information  
Tony Romo  
7039474171  
debra.s.alexander@usps.gov

PICKUP FROM	NUMBER OF PICKUP DATES	DESCRIPTION	ACTIONS
10 CAMBRIDGE DR	1	2 TOTAL PACKAGES, 5 LBS	<a href="#">View Details</a>

[Back to Schedule a Pickup](#)

**Pay, Print & Ship**  
Print a shipping label with postage >

**Any Weight. Same Rate.**  
Get free Flat Rate boxes >



**USPS.COM** Search or Enter a Tracking Number

Quick Tools | Mail & Ship | Track & Manage | Postal Store | Business | International

## Modify or Cancel Pickups

**Pickup History (10 CAMBRIDGE DR)**

Name: TONY ROMO  
Pickup From: 10 CAMBRIDGE DR, BERKELEY HEIGHTS, NJ 07922-2607  
Email: DEBRA.S.ALEXANDER@USPS.GOV  
Phone: (703) 947-4171  
Mail Type/Service: Priority Mail Express®: 0, Priority Mail®: 1, First-Class Package Service®: 1, Parcel Select®: 0, Ground Services: 0, International: 0, Return Services: 0  
Total Weight: 5 lbs

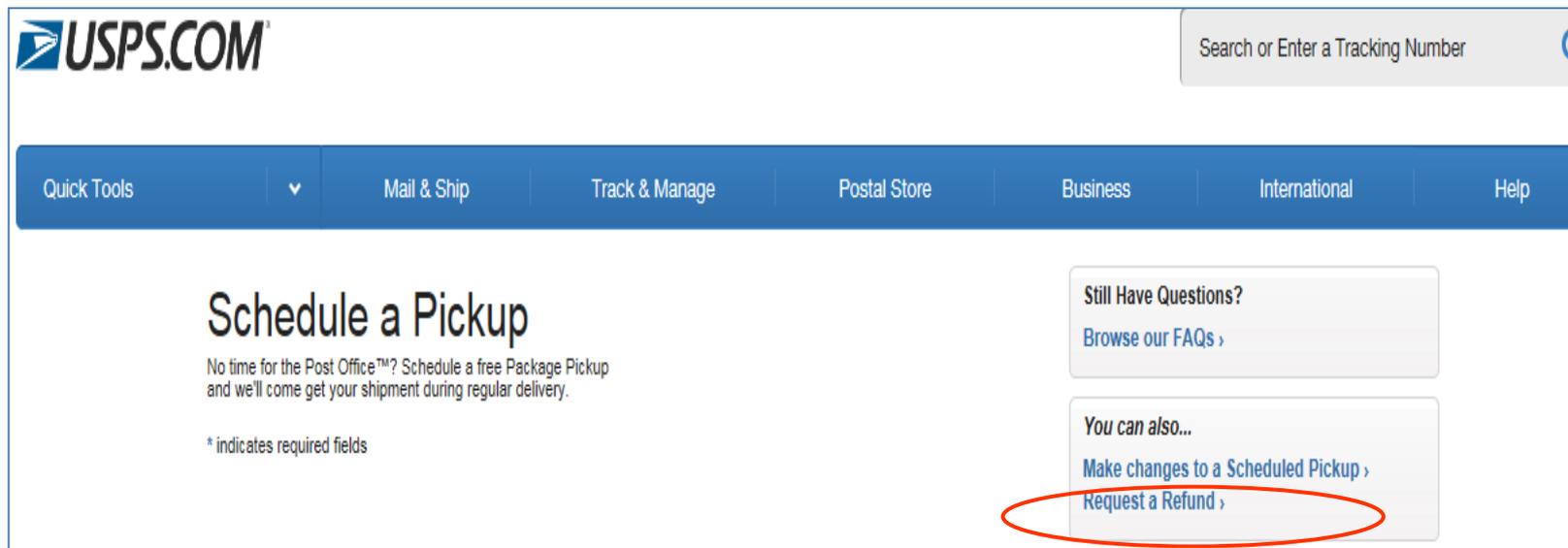
<input type="checkbox"/>	DATE	TOTAL PACKAGES	WEIGHT	LOCATION	CONFIRMATION NUMBER
<input type="checkbox"/>	2015-07-08	2	5	ON THE PORCH	WEC58012724

[Back to Pickup List](#) [Edit Pickups](#) [Cancel Pickups](#)

**Pay, Print & Ship**  
Print a shipping label with postage >

**Any Weight. Same Rate.**  
Get free Flat Rate boxes >

7. If you choose to request a refund, click “Request a Refund” from the “Schedule a Pickup” screen.



**USPS.COM** Search or Enter a Tracking Number

Quick Tools Mail & Ship Track & Manage Postal Store Business International Help

## Schedule a Pickup

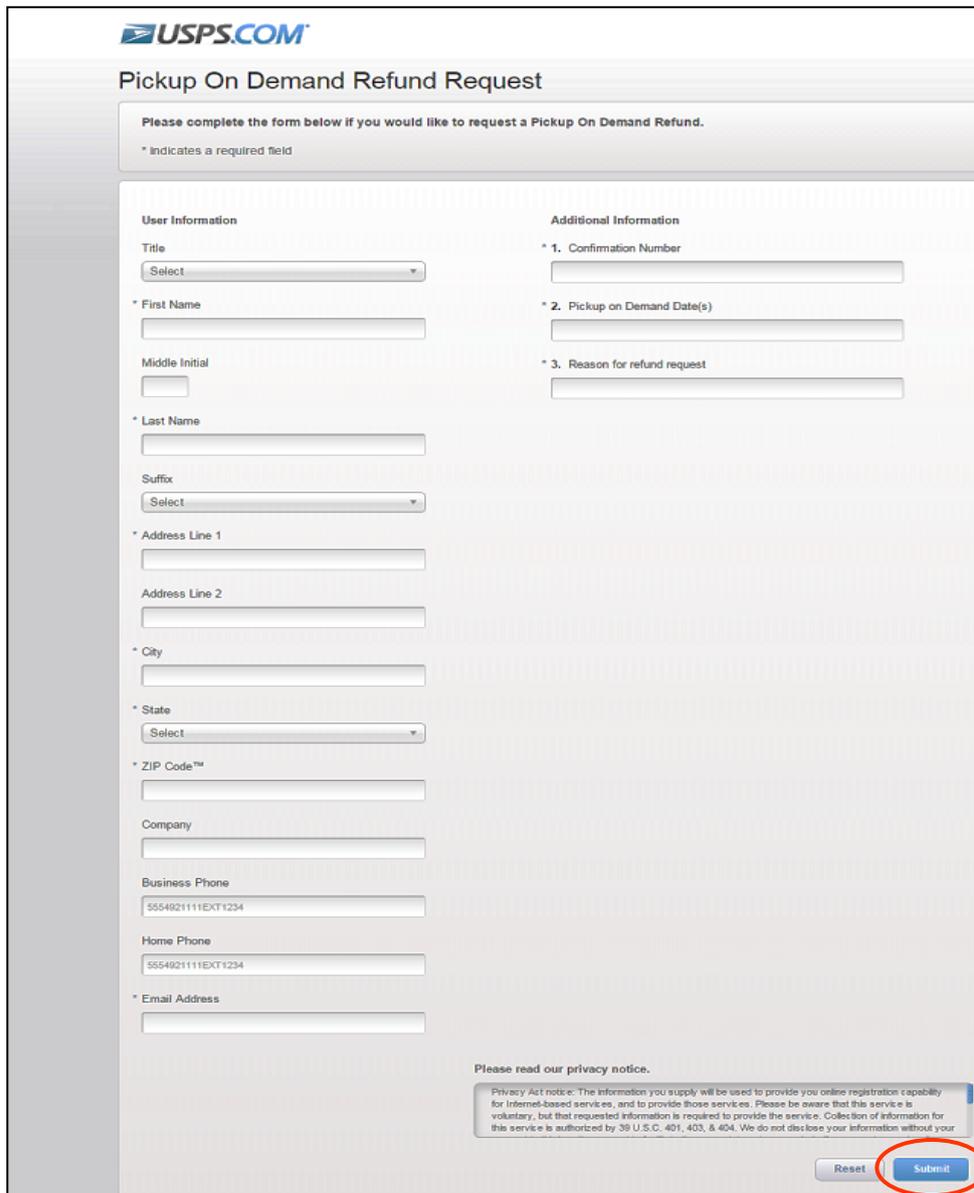
No time for the Post Office™? Schedule a free Package Pickup and we'll come get your shipment during regular delivery.

\* indicates required fields

Still Have Questions?  
[Browse our FAQs >](#)

You can also...  
[Make changes to a Scheduled Pickup >](#)  
[Request a Refund >](#)

8. Complete the following fields. Read the Privacy Notice and click submit.



**USPS.COM**

## Pickup On Demand Refund Request

Please complete the form below if you would like to request a Pickup On Demand Refund.

\* indicates a required field

User Information	Additional Information
Title <input type="text" value="Select"/>	* 1. Confirmation Number <input type="text"/>
* First Name <input type="text"/>	* 2. Pickup on Demand Date(s) <input type="text"/>
Middle Initial <input type="text"/>	* 3. Reason for refund request <input type="text"/>
* Last Name <input type="text"/>	
Suffix <input type="text" value="Select"/>	
* Address Line 1 <input type="text"/>	
Address Line 2 <input type="text"/>	
* City <input type="text"/>	
* State <input type="text" value="Select"/>	
* ZIP Code™ <input type="text"/>	
Company <input type="text"/>	
Business Phone <input type="text" value="5554921111EXT1234"/>	
Home Phone <input type="text" value="5554921111EXT1234"/>	
* Email Address <input type="text"/>	

Please read our privacy notice.

Privacy Act notice: The information you supply will be used to provide you online registration capability for internet-based services, and to provide those services. Please be aware that this service is voluntary, but that requested information is required to provide the service. Collection of information for this service is authorized by 39 U.S.C. 401, 403, & 404. We do not disclose your information without your

**Postal Explorer, Domestic Mail Manual (DMM) -**  
[http://pe.usps.gov/text/dmm300/dmm300\\_landing.htm](http://pe.usps.gov/text/dmm300/dmm300_landing.htm)

**USPS.com, Forms and Publications -**  
<http://about.usps.com/forms-publications/welcome.htm>

**Business Services Network (BSN)  
locator on**

**<https://ribbs.usps.gov/index.cfm>**

**Shippingservices@usps.gov.**