

How To Pack Your Order For Shipment



1. Cut Out Media Labels

Cut out your Media Labels and match them to your media.



2. Organize & Apply Labels

Organize each media type in your desired viewing order. Tape the corresponding Media Label to each piece of media.



3. Package

Choose an appropriately-sized, sturdy box for your order. Place your media and top half of your Shipping Document inside, and add packing material to secure your order. Use packing tape to completely seal your shipping box.



4. Label

Securely affix the shipping label to the outside of your shipment using a shipping pouch or clear packing tape. Make sure to remove any old shipping labels or barcodes from the box.



5. Drop Off

Visit your nearest UPS location to drop off your shipment. Hand your package to a UPS representative, and make sure to ask for and retain your receipt. To find your closest UPS location, visit <https://www.ups.com/dropoff>.

Thank you for your order. Questions? Visit <https://www.custom.capture.com/help>