Shipping Instructions

How to Pack Your Order for Shipment

1. Cut Out Media Labels
Cut 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 label to each piece of media.

3. Use a Box to Package Your Media
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. Place Shipping Label on Box
Securely affix the UPS label to the upper right corner of your box 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 local UPS Store™ 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 www.theupsstore.com/locations.

It is recommended that you use a UPS Store™, not an Authorized UPS Shipping Outlet or Drop Box.

Thank you for your order. Questions? Visit https://www.costcodvd.com/help