

## Shipping Policies

- Standard UPS shipping rates apply.
- You will receive a confirmation e-mail containing your tracking number.
- There is a rate chart available for checking shipment costs.
- Extra fees will be charged for oversized packages.
  - **Oversize I:** less than 30 pounds, dimensions are greater than 84" but less than or equal to 108" in combined length and girth (girth = width + height times 2).
  - **Oversize II:** less than 70 pounds, dimensions exceed 108" combined length and girth.
- Packages exceeding 70 lbs or 108" combined length and girth cannot be shipped using this UPS station.
- Packages are automatically insured up to \$100. Additional insurance may be purchased for 35 cents per \$100. Please indicate this on the form.
- UPS will not ship to a post office box or a military base.
- International shipping is not available.

## Shipping Options

- **UPS Early a.m.** – Guaranteed delivery to major US cities by 8:00 a.m., most other cities by 8:30 a.m. (weekdays) and 9:00 a.m. (Saturdays). In addition, 8:30 a.m. delivery is available for most major international cities. There is a \$50 minimum charge for this service.
- **UPS Next Day Air** – Overnight, money-back guarantee on delivery of letters, documents and packages to all major US metropolitan areas.
- **UPS Next Day Air Saver** – 3:00 p.m. delivery for commercial destinations and end-of-day delivery for residential locations for packages shipped within the continental US.
- **UPS 2nd Day Air a.m.** – Guaranteed delivery by noon on the second business day for commercial deliveries in the continental US.
- **UPS 2nd Day Air** – Economical, guaranteed second business day delivery of letters and packages.
- **3 Day Select** – Guaranteed three-day delivery. This service was developed primarily for longer distance shippers who need time-definite delivery and higher levels of information. This service is priced between traditional ground and air express services and is also available to any shipper for delivery throughout the contiguous 48 states.
- **UPS Guaranteed Ground** – Guaranteed time-definite delivery which applies to commercial ground service throughout the contiguous 48 states.