

Luggage Box Information

Some important points to remember about shipping your luggage box.

Maximum Weight Limits:

Box Sizes	Without tape	With tape
Small (22" x 14" x 9")	55 lbs. max weight	55 lbs. max weight
Large (26" x 16" x 12")	55 lbs. max weight	85 lbs. max weight

If you are shipping a luggage box:

- The UPS Store® cannot accept hazardous materials, dangerous goods, prohibited or restricted items for shipping. If you are uncertain of an item you would like to pack in a luggage box, please contact The UPS Store® location you plan to ship from. They may be permitted to ship some household items such as perfume, cosmetics, hairspray, shaving cream and razors via UPS Ground service.
- If you're shipping high value or fragile items such as jewelry, laptop or iPod®, it is recommended to ship separately.
- Include your name, address, phone number, destination address, and return address inside the box in the unlikely event your luggage box gets misplaced.
- If there is extra space in your luggage box, bring it in to The UPS Store and they can help fill the space with packaging materials prior to shipping. Additional charges may apply.
- Tape the box around all open seams, including the slots on the bottom of box. The luggage box performs best when secured with tape, especially for heavier weights.
- Plan ahead to allow for transit time.
- If sending to a hotel destination, always call your hotel in advance! Let them know your luggage box will arrive early, this way they should not turn away the package when it arrives. Request for The UPS Store to place your arrival date on the shipping document.
- The customer has the option to declare value in excess of \$100 on boxes shipped via The UPS Store for an additional charge, up to certain maximum amounts and subject to restrictions.
- If you paid to return ship your luggage box to its originating location, please:
 - Re-tape the box around all open seams as it was originally packed.
 - Remove any old shipping labels
 - Affix your return shipping label on the outside of the box
 - Verify with your hotel if they have a daily UPS pick-up. Arrange for it to be picked up when you check out.
 - If the package exceeds the originating weight, it may be subject to additional charges.
 - If the declared value of the return package is higher than the originating package, it will not be covered for loss or damage unless carrier declared value is purchased; UPS's limitation of liability for package, shipped via UPS Return Services is \$1,000.
- If you later decide you want to return ship your luggage, visit the nearest The UPS Store location. You can use your mobile device internet service to access The UPS Store locator at theupsstore.com.

If you are carrying on a small luggage box:

- Pack according to Transportation Security Administration(TSA) regulations for carry-on baggage. Visit www.TSA.gov.
- Verify the airline carry-on baggage restrictions to avoid additional airline fees.

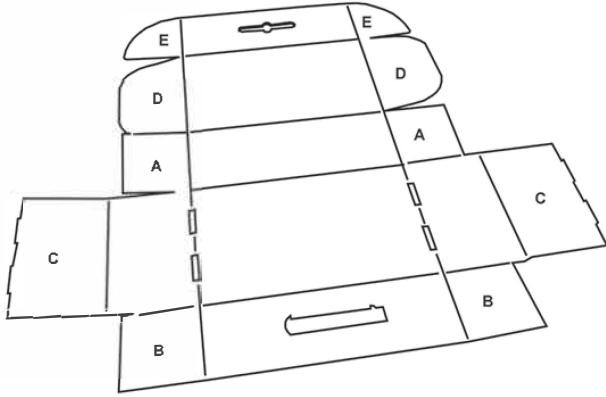
If you are checking in a large or small luggage box:

- Pack according to Transportation Security Administration(TSA) regulations for checked baggage. Visit www.TSA.gov.
- Verify the airline checked baggage restrictions to avoid additional airline fees.
- Include your name, address, phone number, destination address, and return address inside the box in the event your luggage box gets misplaced.

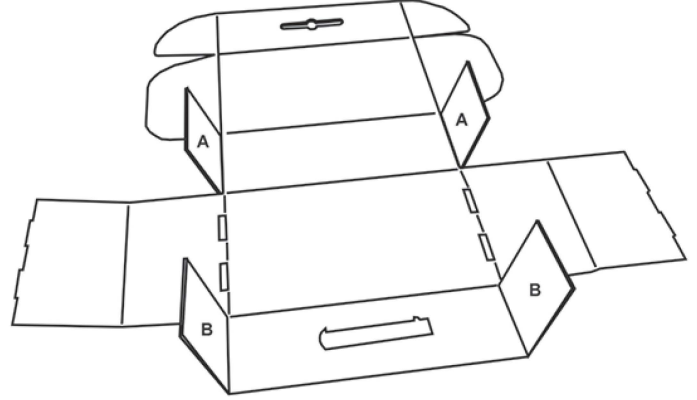
The UPS Store®



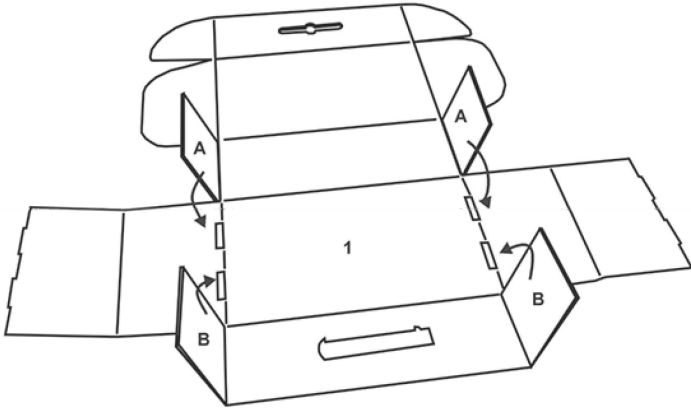
1) Identify various flaps.



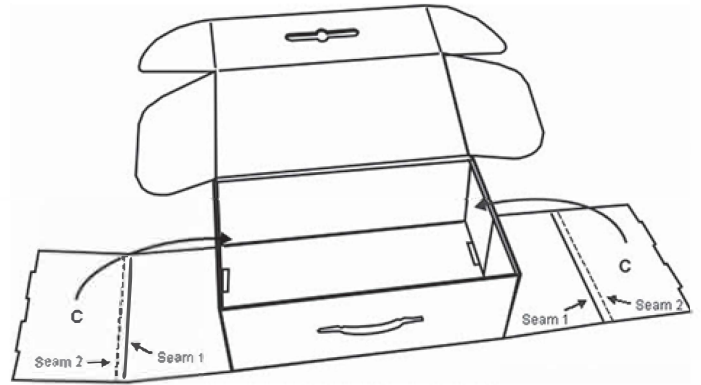
2) Fold up flaps **A** and **B**.



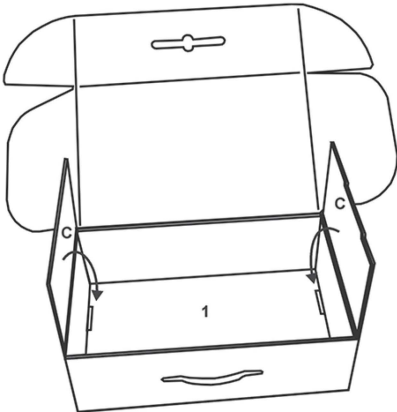
3) Fold flaps **A** and **B** towards notches on panel **1**.



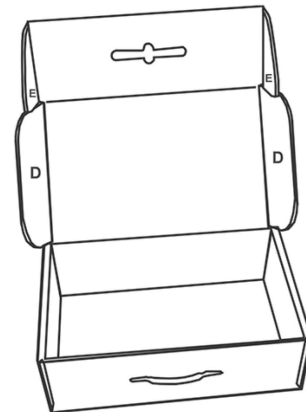
4) To secure flaps **A** and **B**, fold flaps **C** up along seam **1**.



5) Fold flap **C** down along seam **2** to create a flat edge. Tuck flap **C** into notches on panel **1**.



6) Fold in flaps **D** and **E**.



7) Fold down box lid and tuck flaps **D** inside base of box. Tuck flaps **E** into slots to secure.

