

# Your guide to organising online collection with UPS

## STEP 1

Click **YES** to pre-printed label

Yes

No



then enter tracking number

## STEP 2

Add your information

Mr. Attenborough

Wales

Ignore the UPS  
Account Number

Start here - Go to **UPS** online collection form

**Click Here**

Or go to [www.ups.com/gb](http://www.ups.com/gb) (i) Select "shipping"  
(ii) click on "schedule a parcel collection" (iii)

## STEP 3 package information

**A** Choose how many packages are in your collection.



**B UPS Domestic services?** Always choose:

UPS Standard®

**C Calculate the weight of your collection.**

Recycling from home? Average weight =0.4kg\*

Recycling from an Opticians Practice? Average bin weight =10KG

\*based on approx. 3 months worth of daily disposable lenses placed in a small cardboard box.

**D** Does an item weigh more than 32 KG? **No**

Yes

No

## STEP 4 Collection date & time

**A Choose collection date**

Please note no collection can be scheduled for the same day from 12pm onwards

**B Choose a 6 hour collection slot**



**C Choose location or entrance**



**D Collection reference**

Collection reference  
Please always insert **ACUVUE® Contact Lens Recycling Programme**

**E Special instructions**  
(i.e use back door)

## STEP 5

Add collection notification contact details...

Then click next

Alternatively, you can organise your collection over the phone at 03457 877 877