

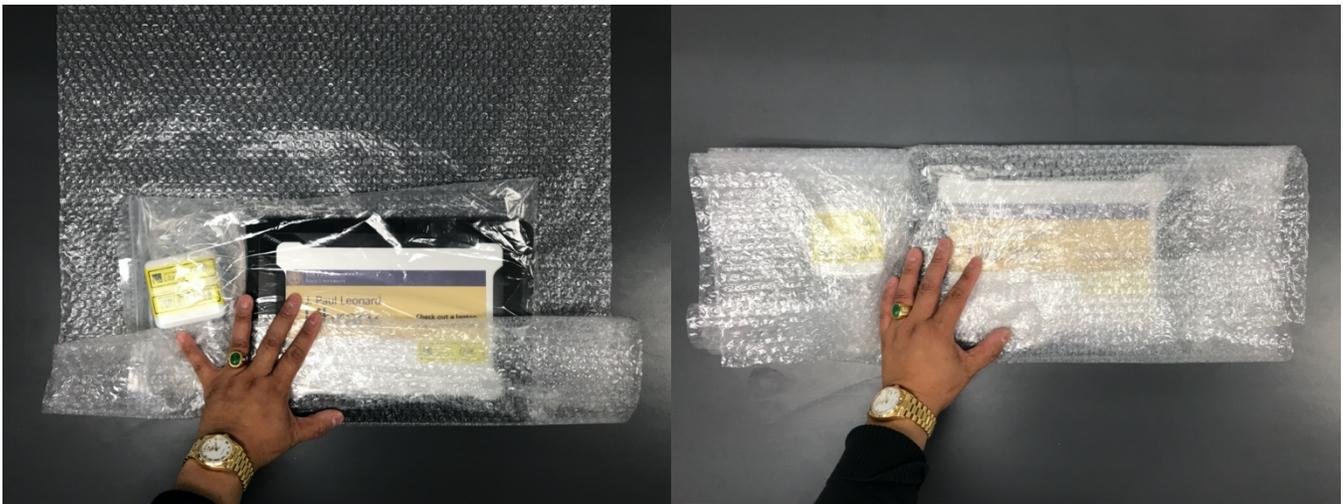
Return Laptop Packaging Guide

Contents should be packed securely to ensure safe transportation. Here's how to pack and seal the box:

1. Box with prepaid shipping label, two bags and bubble wrap included in laptop shipping box. Secure laptop and charger in separate organizer.



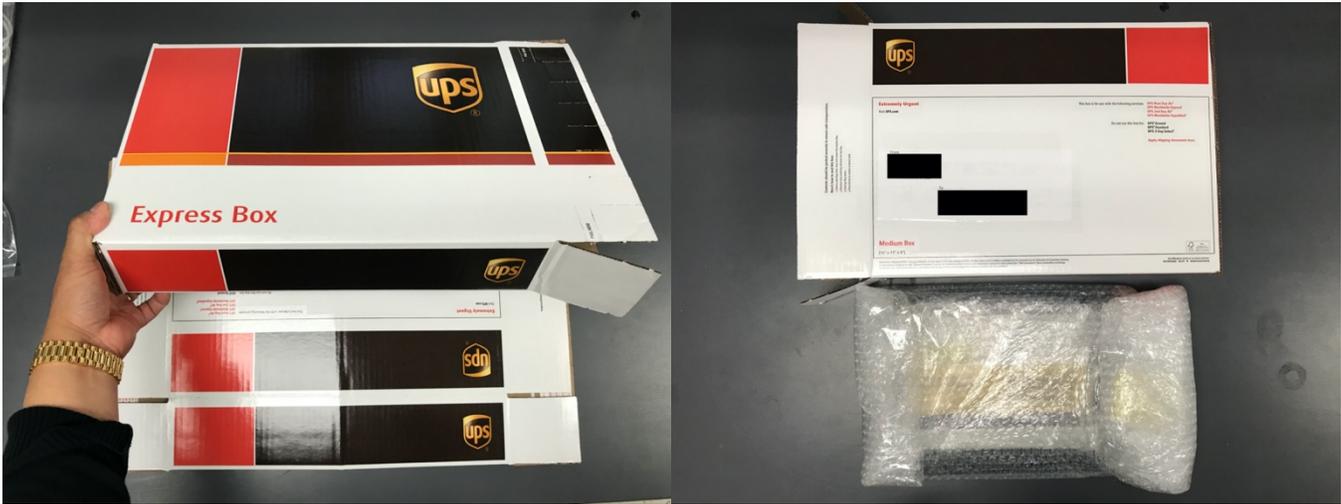
2. Wrap laptop and charger separately using cushioning material, and put a few pieces of Scotch tapes to secure the end.



3. Fold both ends of cushioning material and put a few pieces of Scotch tapes to secure each end.



4. Fold in side flaps of the box first, then fold down this bottom flap. Remove strip covering adhesive on top flap.



5. Fold top flap down. Press firmly to ensure a secure seal.



Two way to ship package to SF State Library:

1. UPS On-Call Pickup®

https://wwwapps.ups.com/pickup/schedule?loc=en_US#/

You can have your shipment picked up from your home or office by scheduling your pickup online at [ups.com](https://www.ups.com) or by calling 1-800-PICK-UPS® (1-800-742-5877). UPS will pick up all packages with a single pickup request; you will not be charged pickup fees per package.

2. Drop off at local UPS store

Find a convenient UPS drop off point to ship and collect your packages.

https://www.ups.com/dropoff/?loc=en_US