Package Express Centers Certified Retail Provider UPS

Traffic & Profit

The #1 In-Store Retailing Network of Package Shippers in the US – Serving Independent Retailers Since 1984

July 2022

Quick, Clear & Concise Reminders and Important Tasks for Processing UPS Packages in your "Package Express Shipping Center" in Your Store

- Always turn on your shipping computer and open the Total System software prior to getting your first shipping customer, to allow any updates from UPS and/or PEC to be installed.
- Ask your customers the CONTENTS of each package. It is important to know what you are shipping and if you are allowed to ship the item.
- Ask customer DV – and enter at time of shipment
- Many centers were getting adjustments due to not rounding up weight and dimensions and we have done this automatically in the Total System now – so overall the centers not doing this should see a reduction in any UPS adjustments.
- As always, UPS Corporate is requesting that you CHECK ID's when processing shipments. This rule is very much like the checking ID's for beer/liquor sales – and it does not matter if you are retired and look really old – it is still a requirement.

- The rules on claims changed last year. You must notify UPS and PEC of any claim within 60 days of shipment or forfeit your right to file a claim.
- READ the Total System customer receipt Terms & Conditions as this is given to every customer and may change from time to time.
- UPS has strict UPS Branding requirements and rules regarding the use of their logo, brown & gold colors and wording. Do not make your own advertising materials that are not approved.
- Training and re-training for both existing and new hires should be done by your store for this service. There are training presentations, videos, guides, and materials contained on www.packageexpresscenters.com to accomplish this task.
- Want a LIVE training – no problem – call or email PEC to set this up for your employees
- Do NOT change your UPS password. You will need this where employees can access this. IF you do change your UPS password – SAVE it – you will need this information to be able to install updates, and do many other functions.
- Scanners – drop offs or Retail Package Drop Offs (RPDO) is a very large part of the packages you are processing with UPS and it continues to grow. So many stores are still NOT utilizing a scanner. The use of a scanner would greatly cut down on keying errors and store labor! Try one from your store inventory, buy one somewhere or get one from PEC that is covered and will be replaced FREE of charge as long as you are a PEC center – but use one and see the difference this will make!
- Make sure you have a email address on file with PEC that someone reads! PEC needs to be able to send you important information and updates and we cannot without this monitored email address for your store location.
- Have a question, need help or advice, call 1-800-274-4732 or email info@packageexpresscenters.com

UPS and PEC will be closed for Independence Day on 07/04/22

PEC available for emergency support by calling 800-274-4732

Offers are available while supplies last or until 7/31/22.

July Specials

Dell Desktop Computer

Refurbished
Windows 10 Pro
SSD – 237 GB
CPU – i5
RAM – 8 GB

$379.00

Maintech Coverage as long as you are part of our National Network of UPS Authorized Shipping Providers (excludes OS upgrades and viruses)

F.O.B. Greeneville, TN

Scanner

30% OFF

$45.50

Why waste time keying in drop-off packages when you can scan them, plus avoid mistakes.

F.O.B. Greeneville, TN

All Toners

25% OFF

Toner Cartridges

Item Number	Fits Printer Model	Wholesale Price	3 Or More
TONRM102	HP M102	$69.99 ea.	**$65.99 ea.**
TONRM12W	HP M12W	$39.99 ea.	**$35.99 ea.**
TONRM15W	HP M15 &M29	$34.99 ea.	**$30.99 ea.**
TONR1012	HP 1012 & 1020	$49.95 ea.	**$45.95 ea.**
TONR1505	HP 1505	$49.95 ea.	**$45.95 ea.**
TONR1006	HP 1006	$39.99 ea.	**$35.99 ea.**
TONR1102	HP 1102	$49.95 ea.	**$45.95 ea.**
TONR2020	Samsung M2020	$59.95 ea.	**$54.95 ea.**

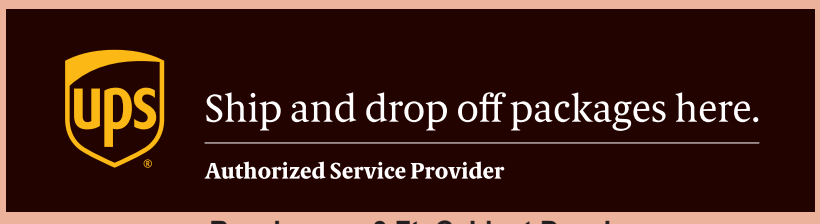
F.O.B. Greeneville, TN

Sign Decal Combo Deal

Available in AP and non AP

$45.00

25% OFF Regular Price



Receive one 3 Ft. Cabinet Decal
1 sided | 36"W x 9"H

Receive two
Door Decals
1 sided
8"W x 6"H

F.O.B. Greeneville, TN

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SHIPPING & HANDLING POLICY - FREE SHIPPING on retail product orders of $75 or more (does not include equipment or signs). **HANDLING FEE:** Orders less than $75 are subject to a flat handling fee of $7.95. **SHIPPING ON ALL EQUIPMENT & SIGNS:** All equipment, including computers, monitors, printers & scales, and all signs are shipped F.O.B. Greeneville, TN and billed to your UPS Account.