

# Deployment Season is Approaching!

If you need help with **shipping out to APO/FPO** or need **mail forwarding** for your mail, The UPS store is here to help with every “ING” you need to get ready.

## ***Packing & Shipping***

- When **shipping to an APO/FPO address**, remember the max weight allowed is **70 lbs** and its size cannot exceed **60 inches of volume (length + width + height)**. Though most footlockers should be fine, larger pelican cases have been found to be too large.
- We're certified to pack! We offer **professional packing services** for gaming systems, consoles, computers, fragile items, and more! Ask an employee for more info.
- **Pack & Ship Guaranteed** service is available for shipment via UPS. (Sorry, it's not available for APO/FPO shipment.)
- **Have a list or know everything you are shipping** to your duty station. **We fill out custom forms for you!** Customs requires an itemized list of everything in your shipment including quantities of items and retail prices (i.e., 5 shirts - \$20 each, 4 shorts - \$25 each, etc.)

## ***Notary, Passport Picture, Binding, & more***

- Need notary service? Passport pictures? Copying and/or laminating your important documents? We can help! We can also bind your manuals and make a booklet for your convenience. Ask us for more info.

## ***Mailbox Holders***

- All mailbox holders can set up **Mail Forwarding Service** to your duty station. This way you don't need to cancel your box and stop receiving mail. Simply pay out the amount of months you will be gone or set up a payment plan with an employee, and we will continue to receive your mail and packages. **Sign up for Mail Forwarding to have us forward your mail to you.** You can choose its frequency (i.e., bi-weekly, monthly, etc.).
- Remember that you cannot receive your shipments at The UPS Store location when you come back home without having **an active mailbox open with us**. Per Mailbox Agreement, **mail received shall be the personal items of the mailbox holders and is limited to 2 oversized items** (i.e., footlocker, sea bag, large box, etc.) Item exceeding this limit or items not belonging to the mailbox holders may be returned to sender or incur additional handling fees. One other person may share your mailbox but that person must complete all the required paperwork to be added prior to receiving mail.