



PARTNERED WITH

The UPS Store 

## Ship to School Instructions

Thank you for signing up for the Campus Crates partnered with The UPS Store's Ship to School program. You are receiving these instructions in addition to any UPS shipping labels via email and boxes which will be shipped as requested.

### Shipping your Items:

1. Pack items securely into boxes provided and completely fill all spaces in the box to avoid damage. This can be done with paper, peanuts, bubble wrap, etc.
2. Print and attach the **UPS return shipping label** to any boxes
3. Bring boxes to a local UPS Store and **ship using the return labels emailed; please be sure to only use each label once** and request more as needed
4. Ship us any of your online retailer packages directly to **our partner The Box**
5. **Submit tracking numbers of boxes or online vendor packages** you send at [campuscrates.com/tracking](https://campuscrates.com/tracking) so we know how many boxes you have sent

### Important Details:

- You may send things that are not in our boxes, but we **encourage you to use our free boxes. All non-online retailer boxes shipped to us must utilize our UPS labels to ensure proper tracking**
- You may begin shipping items on July 1<sup>st</sup> and **all items must be received by August 12<sup>th</sup> to guarantee delivery to residence by classes starting**
- Students can ship earlier/later if needed but if received prior to July 1st or after August 12<sup>th</sup>, a \$20 surcharge per box will apply for additional storage or rush delivery. Boxes arriving after August 12<sup>th</sup> cannot be guaranteed for delivery at student arrival
- All items should be shipped to **2912 W. Pafford St. Building B, Fort Worth, TX 76110** with our UPS shipping labels addressed to Campus Crates with your student's name. If shipped directly from a merchant, they should **include "Campus Crates" as the company name in addition to the student's name/phone #**
- We will label all boxes with our storage labels once received

### Shipping Dates:

Last day to ship Ground to guarantee arrival by Aug 12<sup>th</sup>: Friday, August 5<sup>th</sup>

Last day to ship 3 Day to guarantee arrival by Aug 12<sup>th</sup>: Tuesday, August 9<sup>th</sup>

Last day to ship 2 Day Air to guarantee arrival by Aug 12<sup>th</sup>: Wednesday, August 10<sup>th</sup>

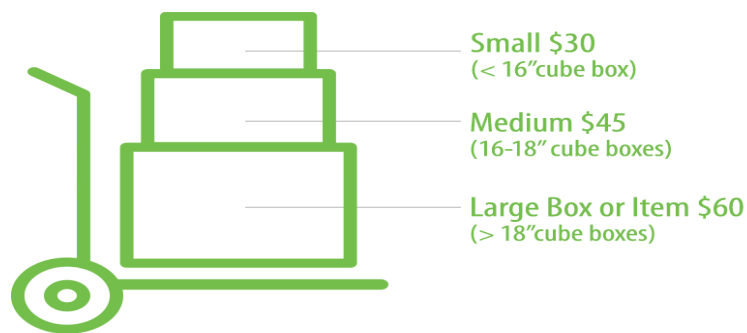
Last day to ship Next Day Air to guarantee arrival by Aug 12<sup>th</sup>: Thursday, August 11<sup>th</sup>

### Tracking:

After shipping boxes, **please provide their tracking details to us through our online form** at [www.campuscrates.com/tracking](http://www.campuscrates.com/tracking) to give us visibility to your total number of boxes and to ensure that we have received them all.

### Storage/Delivery Pricing:

THE PRICE TO **RECEIVE, STORE, AND DELIVER** EACH BOX IS BASED UPON SIZING ACCORDING TO THE CHART BELOW.



### Shipping Pricing:

**THE COST OF UPS SHIPPING IS SEPARATE / ADDITIONAL (based on size, weight, and zip code shipped from; charged at actual retail cost)**

### FAQ:

Can I ship items not in your boxes?

- Yes, but we encourage you to use our **free boxes and return labels** to simplify things and utilize the UPS Pack & Ship guarantee. **All UPS shipping must use our labels to ensure proper tracking.**

Can I ship items from sites like Amazon?

- Yes, please ship to **2912 W. Pafford St. Building B, Fort Worth, TX 76110** addressed to company Campus Crates with your student's name and phone number.

Are shipping prices included in the prices outlined above?

- No, you pay for the retail cost of UPS shipping separately as well as storage/delivery price per item above

### Contact Info:

[info@campuscrates.com](mailto:info@campuscrates.com)

682-231-1531