



Baylor Ship to School Instructions

Thank you for signing up for Campus Crates' 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 us
5. **Submit tracking numbers of boxes or online vendor packages** you send at 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 return labels to ensure proper tracking;** you can print these and be sure to only use each one once
- You may begin shipping items on July 1st and **all items must be received by August 8th to guarantee delivery to residence by Welcome Week**
- Students can ship earlier/later if needed but if received prior to July 1st or after August 8th, a \$20 surcharge per box will apply for additional storage or rush delivery. Boxes arriving after August 8th cannot be guaranteed for delivery and may be required to be picked up at The UPS Store as available
- All items should be shipped to **1718 Franklin Ave, Waco, TX 76701** 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 at the UPS Store

Shipping Dates:

Last day to ship Ground to guarantee arrival by Aug 8th: Monday, August 1st

Last day to ship 3 Day Select to guarantee arrival by Aug 8th: Wednesday, August 3rd

Last day to ship 2 Day Air to guarantee arrival by Aug 8th: Thursday, August 4th

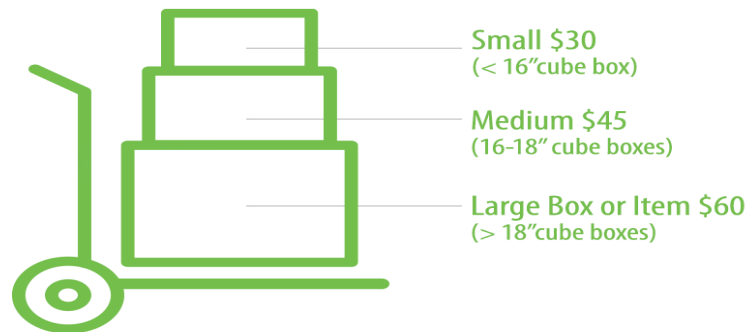
Last day to ship Next Day Air to guarantee arrival by Aug 8th: Friday, August 5th

Tracking:

After shipping boxes, **please provide their tracking details to us through our online form** at 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 **1718 Franklin Ave, Waco, TX 76701** addressed to Campus Crates with your student's name and phone number. You must still register online.

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. We do not mark up shipping!

Contact Info:

info@campuscrates.com

254-300-8641