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UPS GUIDE TO LABELING END USER AGREEMENT

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This Agreement shall be governed by and construed in accordance with the laws of the State of Georgia, United States of America, excluding (i) its conflicts of laws principles; (ii) the United Nations Convention on Contracts for the International Sale of Goods; (iii) the 1974 Convention on the Limitation Period in the International Sale of Goods; and (iv) the Protocol amending the 1974 Convention, done at Vienna April 11, 1980. To the full extent permitted by law, the controlling language of this Agreement is English and any translation End User has received has been provided solely for End User's convenience. To the full extent permitted by law, all correspondence and communications between End User and UPS under this Agreement must be in the English language. The exclusive jurisdiction for any action relating to this Agreement shall be a federal or state court in Atlanta, Georgia, and the parties consent to such jurisdiction and waive and agree not to plead or claim that any such action or proceeding has been brought in an inconvenient forum. Notwithstanding anything herein to the contrary, UPS shall be entitled to interim relief or provisional remedies before any court having jurisdiction. End User agrees to the admissibility of computer records and electronic evidence in any dispute herein.

End User may not assign any of its rights or delegate any of its duties under this Agreement without UPS's prior written consent, which consent may be withheld for any reason or no reason, and any attempt to do so shall be void. UPS may assign, delegate or transfer all or part of this Agreement or any rights hereunder without the need for any approval or consent from End User. If one or more provisions of this Agreement shall be held to be invalid or unenforceable, the remaining provisions shall not be affected by such invalid or unenforceable provision. This Agreement contains the entire agreement of the parties with respect to the subject matter hereof and supersedes any prior written or oral agreements between them with respect thereto. End User represents and warrants that the person accepting this Agreement has full right and authority to enter into this Agreement on behalf of End User. Any remedies provided herein are non-exclusive.

[CONTINUE]

UPS SUREPOST®

GUIDE TO LABELING SUPPLEMENT CONTRACT SERVICE

Effective December 30, 2013

Version 1.1

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Introduction

UPS SurePost® is an economy ground residential service targeted towards retail shippers. The service will offer customers a product for their non-urgent ground residential shipments.

Customers have the ability to ship four different USPS delivery product types:

- Less than 1 lb (under 16 oz)
- 1 lb or Greater (1-70 lbs)
- Bound Printed Matter (1-15 lbs)
- Media (1-70 lbs)

Label Format Requirements

When UPS SurePost is selected as the shipping option, the Service Indicators and MaxiCode™ Class of Service codes listed in this document must be used.

Package Weight

The package weight must be printed on all UPS SurePost labels.

The UPS SurePost Less than 1 lb service will display ounces to the tenth.

- Example: 15.9 OZ
- MaxiCode's weight field must contain "1"

A scale may have two or more decimals and will need to be rounded up to the nearest tenth. Any value other than zero in the hundredth position requires the weight to be rounded up.

- Example #1: 3.02 ounces would be 3.1 OZ
- Example #2: 15.9102 ounces would be 1 LBS

Note: Example #2 will no longer be a Less than 1 lb service.

UPS Service Title

The service title "UPS SUREPOST" must be printed on all labels.

UPS Delivered Packages

When packages are delivered by UPS, the label must contain the following text in the bottom left corner of the label:

- ATTENTION UPS DRIVER: SHIPPER RELEASE
- Font Size = 10 pt

USPS Delivered Packages

When packages are delivered by the USPS, the label follows different requirements. This section describes the new requirements.

Ship To Address

The five digit postal code from the "USPS Deliver To" section must be added to the name field in the "SHIP TO" address section.

Example

USPS 94107

UPS Routing Code

An additional letter must be added to the end of the UPS Routing Code when the USPS does the final delivery. If a package requires UPS to do a sub-classification, a space and the letter "C" are appended to the UPS Routing Code. All other USPS delivered packages require a space and the letter "X".

Examples

Less than 1 lb, USPS Delivery
(UPS does the sub-classification)
CA 944 9-40 C

Less than 1 lb, USPS Delivery
(Customer does the sub-classification)
CA 944 9-40 X

1 lb or Greater, USPS Delivery
CA 944 9-40 X

UPS Service Title

The font size must be reduced.

- Font Size = 12 pt, bold

UPS Tracking Number Barcode

The UPS tracking barcode height is reduced when the USPS delivers the package.

UPS Tracking Number Barcode Height = .70 in

USPS Section

Below the UPS tracking number barcode highlight horizontal line, print the following text:

- USPS DELIVER TO:
- Font Size = 8 pt, bold

Under this heading, print the consignee's name and address.

- Consignee's Name
- Consignee's Primary Address
- Consignee's Secondary Address
- Consignee's City, State, Postal Code
- Font Size = 8 pt, bold

Each line has a maximum of 35 characters.

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Endorsements

Print the USPS endorsement to the right of the USPS DELIVER TO: text. These endorsements are mutually exclusive

- Return Service Requested
- Address Service Requested
- Change Service Requested *
- Forwarding Service Requested *
- Font Size = 10 pt, bold

* Can't be used with the Less than 1 lb service

If no USPS endorsement is used the following UPS endorsement **must** print on the label to the right of the USPS DELIVER TO: text:

- Carrier-Leave If No Response

A minimum of one and a maximum of two endorsements can print on the label. If two endorsements are printed then the UPS endorsement must print in conjunction with any one of the USPS endorsements.

Permit Imprint Indicia

Print the indicia box to the right of the endorsement. One of the four USPS mail classes will be printed in the indicia.

- PS LIGHTWEIGHT
  (for Less than 1 lb)
- PARCEL SELECT (for 1 lb or Greater)
- PRSRT BPM (for Bound Printed Matter)
- PRSRT MEDIA MAIL (for Media)
- Font Size = 6 pt

Under mail class, print the following text:

- U.S. POSTAGE PAID
- UPS
- eVS (alternate format are e-VS, EVS)
- Font Size = 6 pt

Horizontal Lines

All horizontal lines in the USPS section must be a minimum of 0.0625 inches. They must be placed above the text above the USPS barcode and below the barcode number.

Clear Zones

The white space between the horizontal lines and USPS text must be a minimum of 0.032 inches.

The white space between the USPS text and USPS barcode must be a minimum of 0.125 inches.

The white space between the USPS barcode and the USPS barcode number must be a minimum of 0.125 inches.

USPS IMpb Barcode

The text above the barcode must be

- USPS TRACKING # eVS
- Font Size = 12 pt, bold
- USPS Barcode Height - minimum of 0.65 inches

Alternate formats for eVS are e-VS and EVS. The same format should be used in the text above the barcode and in the Indicia box.

The USPS "C 02" barcode construct code specifications can be found on page 5 or at the link below:

http://ribbs.usps.gov/

The text below the barcode must be formatted as below:

- nnnn nnnn nnnn nnnn nnnn nnnn nn
  (The 420 and postal code are not displayed)
- Font Size = 10 pt, bold

Delivery to U.S. Territories

When a package is addressed to the U.S. Territory, the state field is populated with the two character IATA code. Satellite locations (such as St. John) use the main country's code. For example, a delivery to St. John would use a state code of "VI" since it is part of the U.S. Virgin Islands.

Example

MIKE SMITH
P.O. BOX 5555
ST. JOHN, VI 00831

Delivery to P.O. Boxes

When a package is addressed to a USPS post office, the primary address field is populated with the P.O. Box text and number. No secondary address will be populated.

Example

JONATHON DELMAR
P.O. BOX 196838
SAN FRANCISCO, CA 94107

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Delivery to APO/FPO Addresses

When a package is addressed to a APO/FPO address, the name field contains the name of the person with their rank. The primary address field is populated with UNIT and BOX numbers. The city name is populated with unit's post office abbreviation (such as APO). The state field is populated with the Armed Forces location (such as AE for Armed Forces Europe).

Note: For FPO addresses the 9 digit ZIP+4 must be used in the Postal Code field

Example

SSGT JOHN DOE
UNIT 2050 BOX 4190
APO AE 96278-2050

USPS Postal Addressing Standards

The USPS *Postal Addressing Standards,* Publication 28, can be found at the link below:

http://pe.usps.gov/cpim/ftp/pubs/Pub28/pub28.pdf

USPS Customs Declarations Form (PS Form 2976 - CN 22)

The label is required when sending items to APO/FPO locations. It may also been required for U.S. territories depending on the final destination. Refer to the USPS Domestic Mail Manual for more information.

All text is 8 pt unless otherwise noted.

Text for the barcode contents is 12 pt.

Text for the following items is 10 pt bold

- United States Postal Service
- Customers Declaration
- May be opened officially
- CN 22

Text for the following items is 10 pt

- Exemption/Exclusion Legend
- NOEEI § 30.37(a)

PS Form 2976 (CN 22) Barcode Specifications

The barcode used on this label is the USPS Package Identification Code (PIC). The data content comes from the shipping label except it doesn't include the "420" Routing Application Identifer or the destination postal code.

- Barcode Type: GS1-128
- Characters: 26 numeric
- X dimension = 15 mil (or 0.015")
- Minimum Height: 0.5 inches

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Service Indicators, Icons and MaxiCode™ Class of Service for United States and Puerto Rico

Service Title	Service Indicator	Service Icon	Class of Service
UPS SUREPOST			
Less than 1 lb, UPS Delivery	YH	Black Square	976
Less than 1 lb, USPS Delivery (UPS does sub-classification)	YN	Black Square	981
Less than 1 lb, USPS Delivery (Customer does sub-classification)	YP	Black Square	982
1 lb or Greater, UPS Delivery	YT	Black Square	986
1 lb or Greater, USPS Delivery	YW	Black Square	988
Bound Printed Matter, UPS Delivery	YY	Black Square	990
Bound Printed Matter, USPS Delivery	3A	Black Square	106
Media, UPS Delivery	3G	Black Square	111
Media, USPS Delivery	3H	Black Square	112

USPS Service Type Code

A specific 3 digit service type code must be used in the USPS IMpb tracking barcode based on the UPS service.

UPS Service	USPS Service Type Code	USPS Permit Imprint Indicia
Less than 1 lb	748	PS LIGHTWEIGHT
1 lb or Greater	612	PARCEL SELECT
Bound Printed Matter	419	PRSRT BPM
Media	490	PRSRT MEDIA MAIL

UPS Code in Sequential Package ID

Customers and UPS Ready Vendor systems are required to use a 3 digit UPS code for the first three characters in the 11 digit Sequential Package ID field of the USPS barcode.

Type of Shipping Application	UPS Code
UPS Ready Vendor	571
Customer Developed (Custom)	581

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USPS Barcode Data Fields

Below is a table with the "C02" Commercial Mail Construct for the USPS IMpb tracking barcode.

Field Name	Length	Position(s)	Example	Human Readable Text Under Barcode
Postal Code Application Identifier	3	1 to 3	420	No
Destination Postal Code	5	4 to 8	30005	No
Channel Application Identifier	2	9 to 10	92	Yes
Service Type Code	3	11 to 13	612	Yes
Mailer Identifier	9	14 to 22	123456789	Yes
Sequential Package Identifier (UPS Code)	3	23 to 25	581	Yes
Sequential Package Identifier (USPS #)	8	26 to 33	00000001	Yes
Mod 10 Check Digit	1	34	2	Yes

Diagram of USPS Barcode Data Fields

Below is a diagram displaying the data fields of the USPS IMpb tracking barcode.

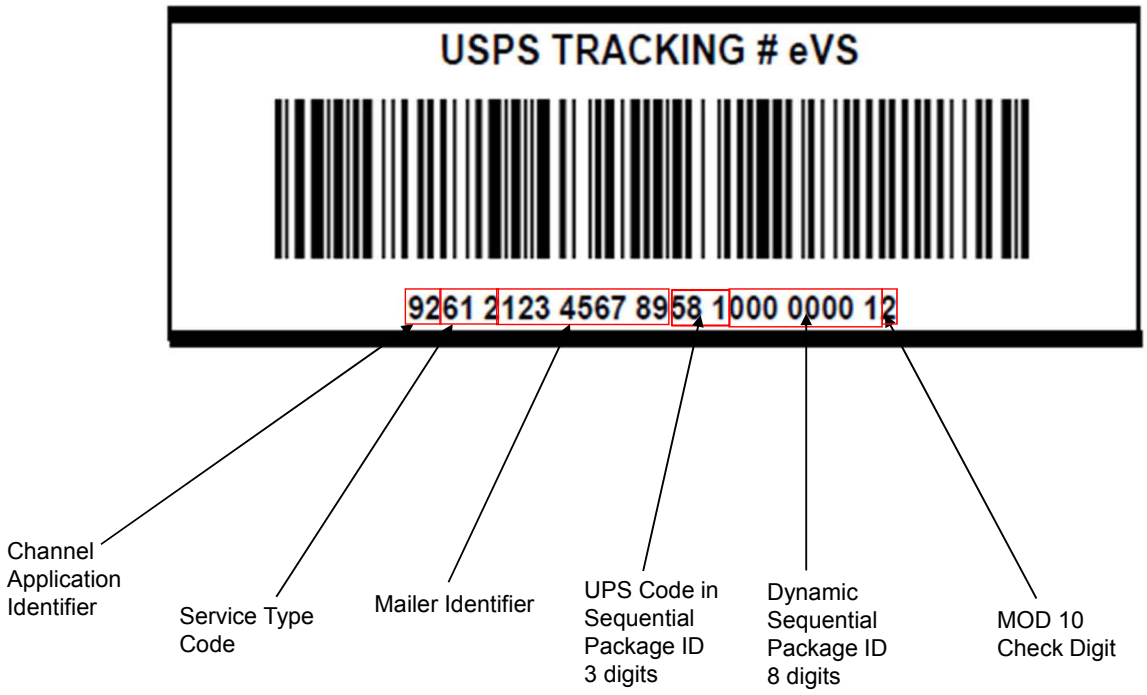

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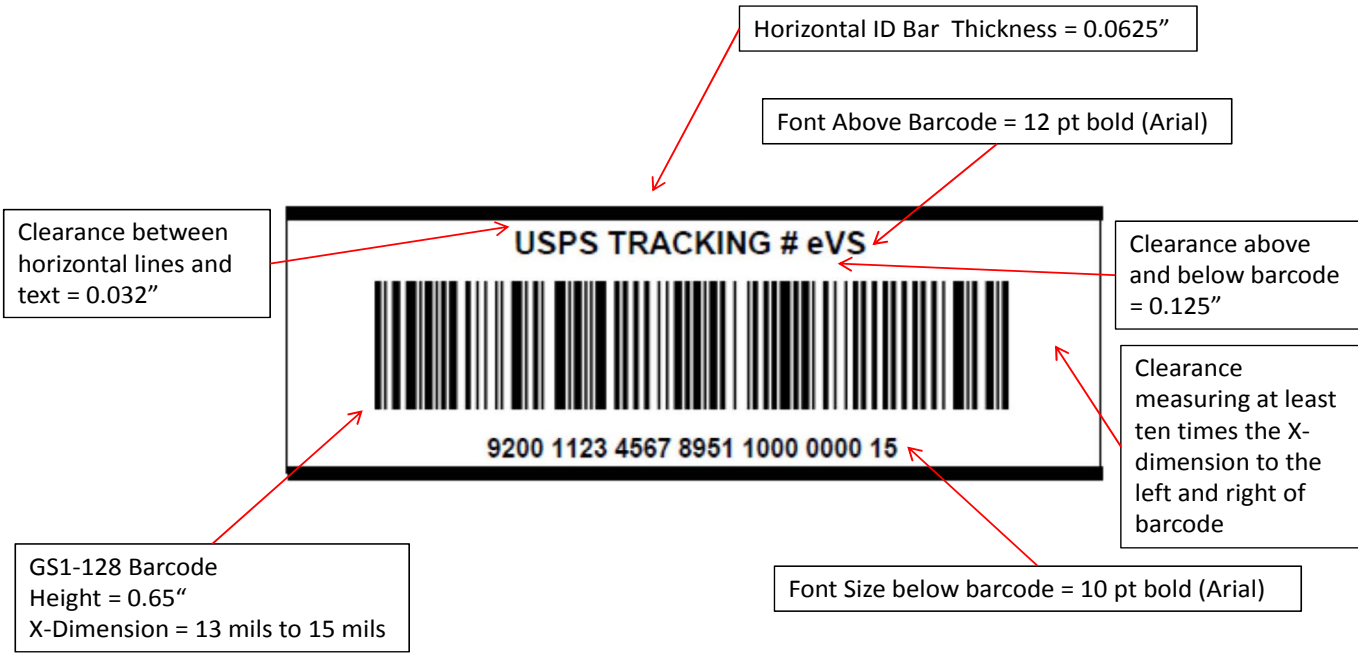
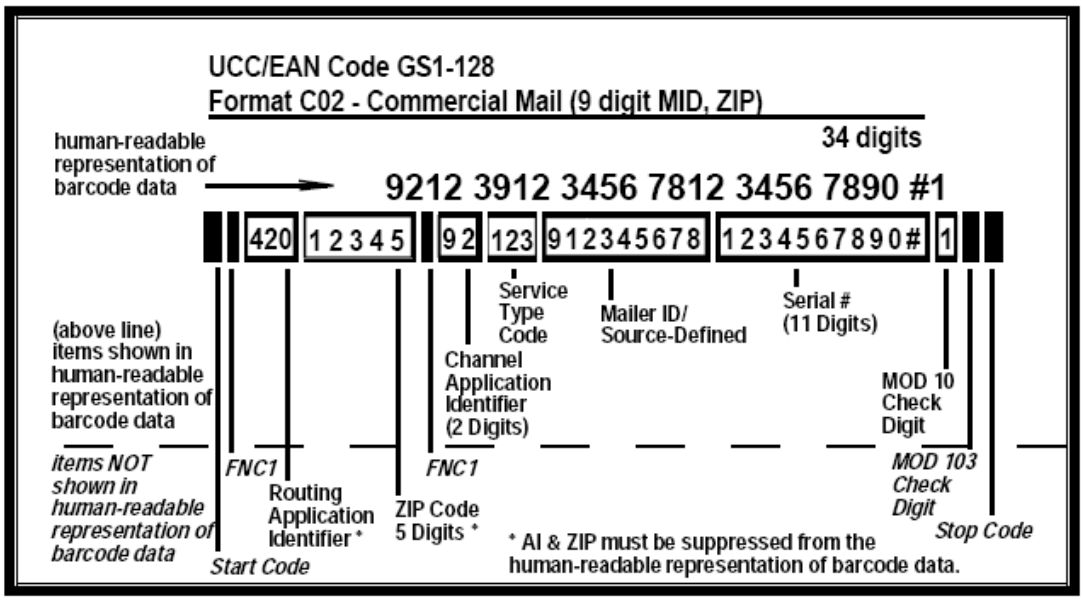
Diagram of USPS Barcode Requirements

Below are diagrams of the USPS IMpb tracking barcode requirements and elements used for the UPS SurePost label. These are the requirements that the label must meet to be certified.





USPS "C 02" Barcode Construct Code

Source: USPS Barcode Package Intelligent Mail Specification

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Barcode size based on Printer DPI

Below is a table that outlines the minimum and maximum acceptable X-dimension, quiet zone and maximum barcode length based on the printer dpi.

The width of the barcode in inches is calculated by:
0.001(11C+35)X
The Quiet Zone on each side of the barcode is calculated by:
Q = 10(X)
The width of the total label is (0.001(11C+35)X) + 2(Q)

C = the number of characters, for USPS C = 19 (34 numeric number is counted as 17, 2 encoded elements)
X = the narrow width dimension in mils
Q = Quiet Zone

DPI	*Min X-Dimension*	*Max Acceptable X-Dimension (mils)*	*Width of Barcode*	*Quiet Zone (each side of Barcode)*	*Total Label Width (in)*
203	4.93	14.8	3.6	0.148	3.9
305	3.28	13.2	3.2	0.132	3.5
609	1.64	13.2 - 14.8	3.2-3.6	0.164	3.5 - 3.9

Example of a 15 mil Barcode

GS1-128 Barcode
Height = 0.65”
X-Dimension = 15 mils (0.015”)

Clearance is 0.22 inches. (Requirement is 10 times the X-dimension or 10* 0.015 = 0.15 inches)

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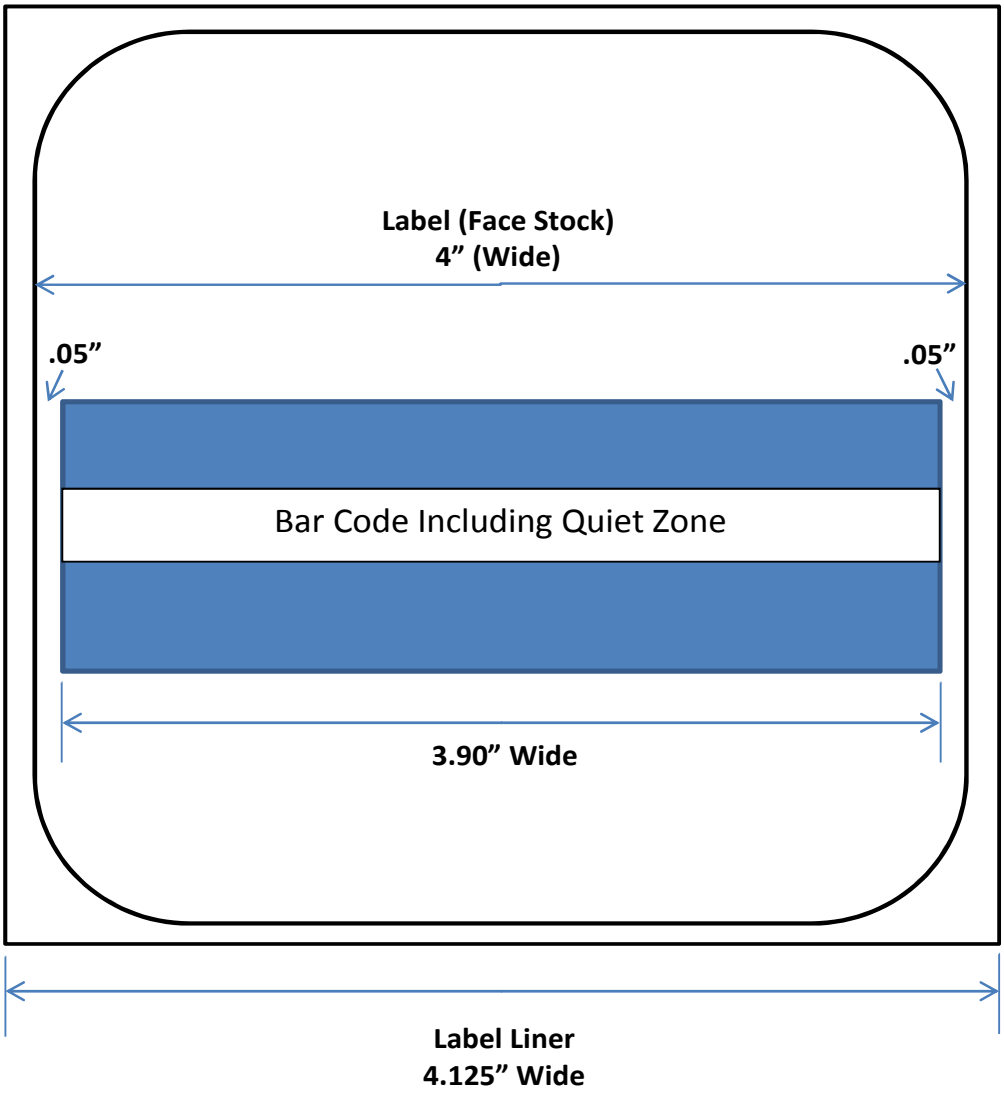

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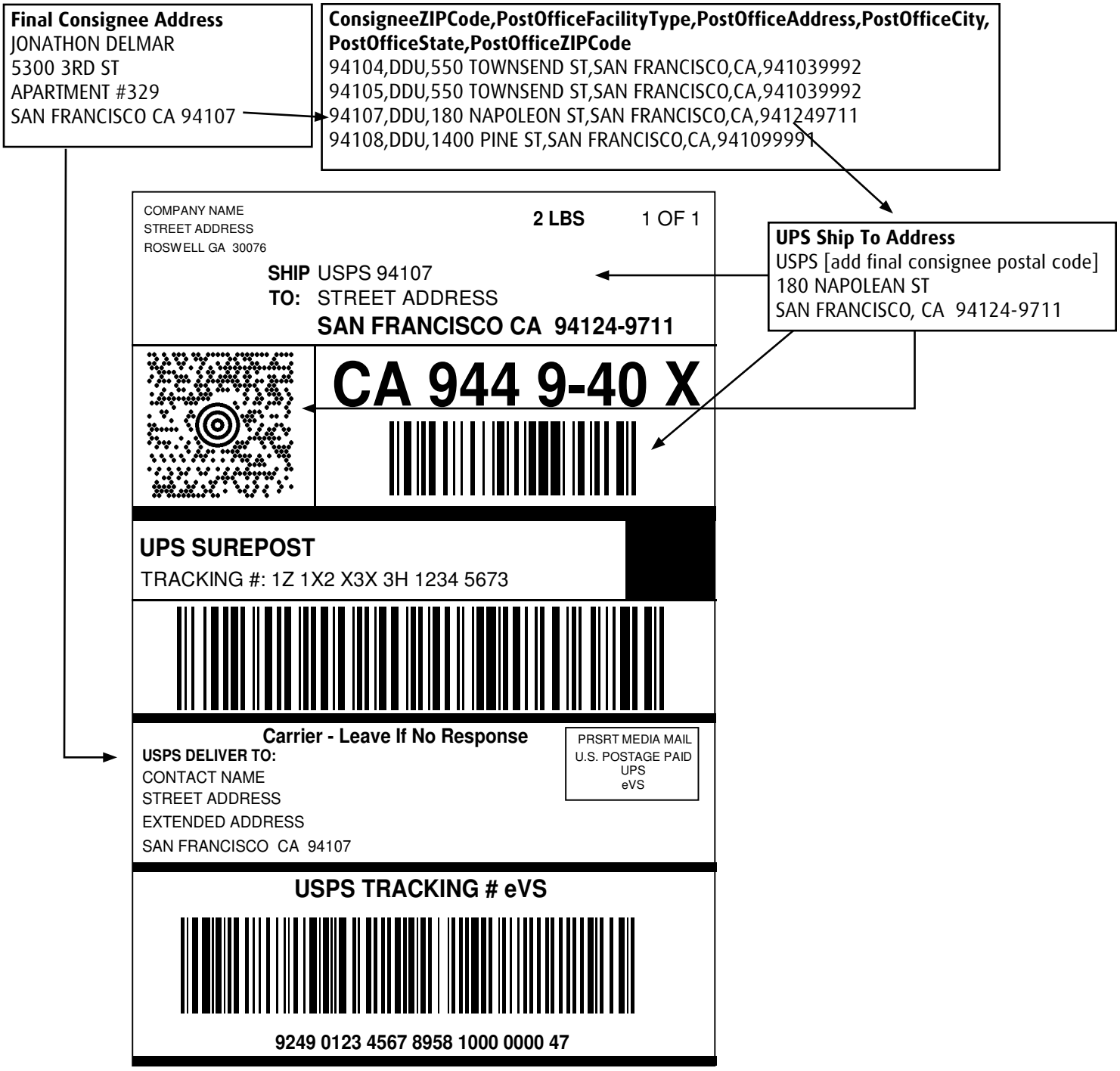
Address Mapping for USPS Delivered Packages

The address mapping for USPS delivered packages is different than UPS delivered packages. The ultimate consignee address is the USPS section instead of the UPS Ship To section. The UPS Ship To address has the USPS post office facility address and is derived from the ultimate consignee's postal code (see the diagram below).

Note: The MaxiCode and postal barcode must have the UPS Ship To data and not the ultimate consignee data.



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COMPANY NAME
STREET ADDRESS
MESA AZ 85206-4802

15.9 OZ **1 OF 1**

SHIP TO: CONTACT NAME
STREET ADDRESS
ROSWELL GA 30076-8845

GA 301 9-01

UPS SUREPOST
TRACKING #: 1Z 1X2 X3X YH 0000 6700

BILLING: P/P
ATTENTION UPS DRIVER: SHIPPER RELEASE

27.5A 04/2012

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COMPANY NAME
STREET ADDRESS
MESA AZ 85206-4802

7 LBS **1 OF 1**

SHIP TO: CONTACT NAME
STREET ADDRESS
ROSWELL GA 30076-8845

GA 301 9-01

UPS SUREPOST
TRACKING #: 1Z 1X2 X3X YT 0000 6706

BILLING: P/P
ATTENTION UPS DRIVER: SHIPPER RELEASE

27.5A 04/2012

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Less than 1 lb, USPS Delivered, UPS does Sub-Classification

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COMPANY NAME
STREET ADDRESS
ROSWELL GA 30076

9 LBS 1 OF 1

SHIP USPS 99371
TO: STREET ADDRESS
HOOPER WA 99333-9998

WA 991 0-41 X

UPS SUREPOST
TRACKING #: 1Z 1X2 X3X YW 1234 5673

Address Service Requested

PARCEL SELECT
U.S. POSTAGE PAID
UPS
eVS

USPS DELIVER TO:
CONTACT NAME
STREET ADDRESS
EXTENDED ADDRESS
WASHTUCNA WA 99371

USPS TRACKING # eVS

9261 2123 4567 8958 1000 0000 29

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Bound Printed Matter, USPS Delivered

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1 lb or Greater, Guam Address, USPS Delivered

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1 lb or Greater, APO Address, USPS Delivered

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CN 22 for APO Address, USPS Delivered

9261 2123 4567 8958 1000 0000 67

FROM
COMPANY NAME
CONTACT NAME
STREET ADDRESS
EXTENDED ADDRESS
ROSWELL GA 30076
UNITED STATES

SHIP TO
CONTACT NAME
UNIT 2050 BOX 4190
APO AP 96278-2050

United States Postal Service
Customs Declaration

CN 22
May be opened officially

☐ Gift ☐ Commercial Sample
☐ Documents ■ Other: Merchandise

Qty	Detailed description of contents	Weight Lbs	Weight Oz	Value (US$)
1	Book	3	15	$12.99

For commercial use only. If known, HS tariff number and country of origin of goods.

Total Weight	Total Value (US$)
3 Lbs 15 Oz	$12.99

Exemption/Exclusion Legend: NOEEI § 30.37(a)

I certify the particulars given in this customs declaration are correct. This item does not contain any dangerous article, or articles prohibited by legislation or by postal or customs regulations. I have met all applicable export filing requirements under the Foreign Trade Regulations.

Sender's Signature and Date

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1 lb or Greater, P.O. Box Address, USPS Delivered

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Surepost Maxed out label

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Label Approval Process

Once designed, UPS will need to test the address labels to ensure quality. UPS will test each of the printers you use for shipping at your locations by collecting unique address labels from each printer.

You will need to submit:

- Minimum of 17 labels per printer
  - Minimum of 5 labels for UPS deliveries
  - Minimum of 12 labels for USPS deliveries
- At least one label for each service indicator
- At least one label for each USPS endorsement
- Minimum of one label with the following "USPS Deliver To" address:

  ABC Company
  1616 20th Street
  San Francisco, CA 94107
- Minimum of one APO/FPO address
- Minimum of one US territory address
- Minimum of one CN 22 label per printer

All labels submitted for testing must have:

- Unique "Ship To" addresses
- Unique "USPS Deliver To" addresses
- Unique UPS tracking numbers
- Unique USPS barcode numbers

The following postal codes could be used when printing the UPS delivered labels:

- 08068
- 13103
- 29851
- 34950
- 58520

The following printer information must be provided:

- Printer manufacturer
- Model
- Serial number

The labels submitted for testing should be printed on the label stock you will be using for shipping packages. If you will not print on adhesive backed labels, please provide examples of the pouch, tape or adhesive you intend to use.

Although UPS does not endorse or pre-approve vendors, dealers, printers or software providers, UPS recommends careful consideration in the selection and maintenance of printers, paper and software, as these elements all affect your bar code quality and readability.

Submit your label samples to your UPS Account Executive who will forward them to UPS Label Verification for approval. You will receive your test results from your UPS Account Executive.

As part of our ongoing quality program, UPS will re-test labels produced by your system annually or as needed. Contact your UPS Account Executive before making any changes in your labeling system (e.g. paper, printer, software, services, etc.) so UPS can ensure that your barcode quality is maintained.

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U.S. Territories and APO/FPO Zipcodes

The following chart includes the two character state and zipcode ranges for United States territories and APO/FPOs to be used for Surepost.

Territory	State Code	ZIP Code
American Samoa	AS	96799
Alaska	AK	99500-99999
Guam	GU	96900-96938
Hawaii	HI	96700-96798 /96800-96899
Marshall Island	MH	96960-96970
Micronesia	FM	96941-96949
Northern Mariana Island	MP	96950-96959
Palau	PW	96939-96940
Puerto Rico	PR	00600-00699/00700-00799/00900-00999

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