

Return to sender process if sent by UPS

If package is sent to you and you did not request it do the following:

1. Tape it back up tightly
2. Include all documentation –ex. Packing slip or invoice
3. Write REFUSED in big letters on the package and put it into the outgoing mail bin.
4. Call Central Receiving x5363
  - a. Tell them to expect a package that is to be returned to sender.