

UPS Home Pickup



When I should use UPS Home Pickup? If the nearest official UPS drop off is more than 15 miles (one way) out of the way, you can request a home pickup.

Steps Required for Home Pickup via Phone

1. Call UPS (1-800-742-5877) and request a home pick up for the next day. **You have to plan ahead. Do NOT do same day pick up.**
 - Automated Prompt Help
 - Send a package
 - Schedule a pickup
 - You will need the account number (on labels we provide you)
 - Under special instructions you can provide instructions to the UPS driver where to find the package at your home
2. Work with the local UPS driver so they know the place at your home to look for the package you wish them to pick up. You don't have to be home when they arrive for home pickup.
3. You will have to call UPS to schedule a pickup each time you have a package ready for them to pick up.

Or if you would like to schedule a UPS home pickup via the Internet, complete the web form at: <https://wwwapps.ups.com/pickup/schedule?loc=en-US> .

If you have any questions, call your Supervisor or NASDA coordinator.