



Tips for Shipping Products from Home By Ellen Martin, CVSBDC Business Advisor

The entire shipping process can easily be done from home.

Items you will need:

- A small postal scale or kitchen scale. The limits of your scale will limit the size package you can ship from home.
- Clear shipping tape with dispenser
- Boxes/Bubble Envelopes:
 - Boxes/bubble envelopes can be ordered from online merchants such as Amazon or Uline or may be recycled.
 - USPS has free boxes/ bubble envelopes that can be ordered on your USPS account and delivered by your mail carrier. In most cases you will not want the flat rate boxes as they are more expensive to ship. If your product is heavy for its size, then flat rate boxes may save you money.
- Packing materials
 - These can also be ordered from online merchants, such as Amazon or Uline or may be recycled materials
 - Consider sustainable materials, such as recycled newsprint
- Measuring tape
- Computer printer with black ink/toner

The shipping method you choose—USPS, Fedex, or UPS—will depend largely on where you can launch the shipment most conveniently from your home office. For USPS, if the item is small enough, you can put it in your mailbox. You can also take it to your post office. Both UPS and Fedex have dropoff locations listed on their websites, and both are expanding these sites currently. See details below. You can also schedule pickups with UPS and Fedex, but individual pickups can be expensive. All three carriers can send tracking notifications to both you and the recipient. All offer insurance above and beyond their base rate. All methods store addresses and shipping history in your online account.

Shipping UPS:

- Set up an online account at UPS.com, click “Sign Up” from the home page.
- Go to Locations to find your drop off/access point. For example, for me there are UPS access points at CVS/Pharmacies, UPS Stores, Staples, and UPS Drop Boxes for smaller packages.
- Have your package(s) packed and ready, as you will need to weigh and measure during the shipping process.
- Follow the instructions for shipping online. Click “Quick Start” and then “Ship.”



- Take care to choose “Ground” shipping if you want that over an air shipment. It is the most reasonable shipping method for UPS. Arrival date will be indicated.
- Try using the EASY promo code for a significant discount.
- Print your label, cut out and affix to your package completely covering it with clear shipping tape.
- Take it to your dropoff point or schedule pickup.

Shipping Fedex:

- Set up your account at Fedex.com
- Go to Locations to find your drop off/access point. For example, there are Fedex dropoff points at Walgreens and Fedex Drop Boxes for smaller packages.
- Have your package(s) packed and ready, as you will need to weigh and measure it during the shipping process.
- Follow the instructions for shipping online. Click “Shipping” and then “Create a Shipment.”
- Take care to choose “Fedex Ground” shipping if you want that over an air shipment. It is the most reasonable shipping method. Arrival date will be indicated.
- Print your label, cut out and affix to your package completely covering it with clear shipping tape.
- Take it to your dropoff point or schedule pickup.

Shipping USPS (Postal Service):

- Set up your account at USPS.com at “Register/SignIn.”
- On the account to go to “Mail & Ship” then “Print a Label.” Complete the information. Pay attention to whether your box is marked “Flat Rate” or not.
- Print your label, cut out and affix to your package completely covering it with clear shipping tape.
- Packages can be left in your home mailbox, placed in a postal mailbox, or taken to a post office.
- As mentioned, boxes and bubble packs can be ordered from your USPS account for free and delivered by your postal carrier. The same is true for stamps. You can also buy postage at stamps.com.
- Note that you can only track Priority Mail shipments; regular first- or third-class shipments cannot be tracked.