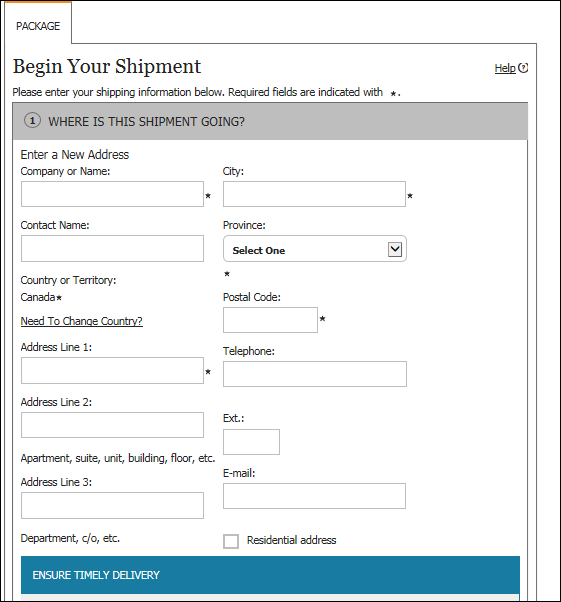
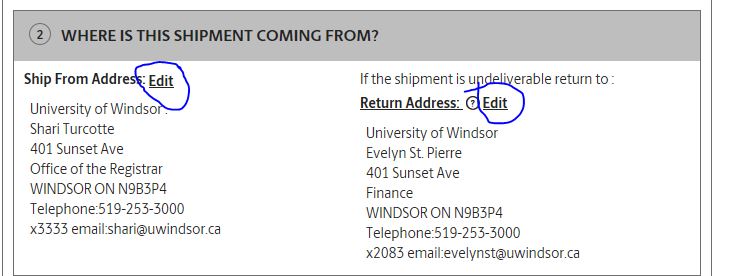
**Step 1**

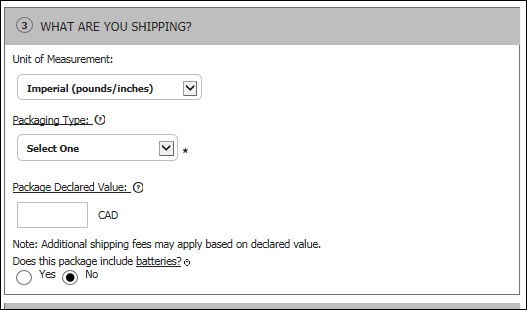


Where are you sending?

**Step 2**



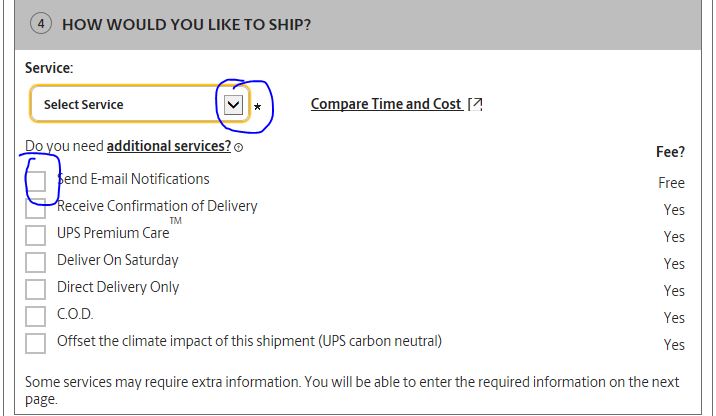
**Step 3**



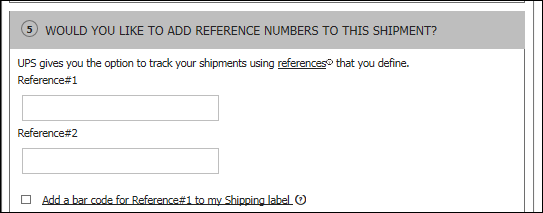
UPS Express Envelope

If very important

**Step 4**

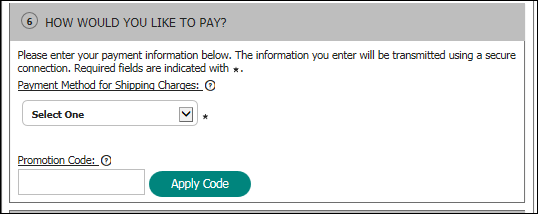


**Step 5**



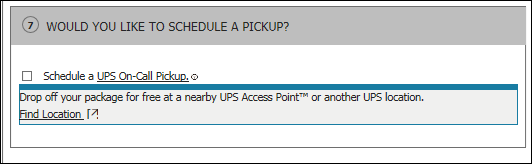
Your department account number/name

**Step 6**



Please do not touch

**Step 7**



Please do not touch – Pick up from Distribution Services