



Dear Customer,

You have just opened your **UPS Customer Account**. In case you are interested in setting up *Scheduled Pick Up* option and have UPS courier visiting you on scheduled days and times, please complete the below form and send it to the e-mail address: [konto@ups.com](mailto:konto@ups.com). All details will be checked and agreed with the relevant UPS center. Weekly Scheduled Pick Up service fee as per UPS Standard Tariff Guide available at: [2019 CENNIK ORAZ PRZEWODNIK PO USŁUGACH](#)

General Information		Address for Scheduled Pick up	
Your 6 digit UPS Customer Account number		Company Name	
Letters/parcels shipped weekly		Street, building and apartment/ office number	
How many times a week you want courier to collect parcels? <i>Minimal requirement is 3</i>		Name and surname of the contact person	
The earliest pick up time		Zip code (5 digits without hyphen)	
The latest pick up time		City	
Preferred pick up time		Phone number	
Start of the service from (Year-Month-Date)		E-mail address	
Preferred pick up days i.e. Mon, Wed, Fr			

Regards,  
UPS Polska  
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