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Little Rock, AR 72201  
FAX 501.374.7564  
USA 800.643.8345  
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## **PM Return Shipping Options**

**\*Please ensure that all rental merchandise is in transit to PM on the Monday or Tuesday following the week of use.\***

**Your account will automatically be set up on UPS Return Service Labels unless you request otherwise.** PM will now send a UPS Return Service Label in every box at no charge when you meet two simple requirements for your time in transit area.

Accounts in Transit Days 1, 2 and 3 (refer to [PaulMorrell.com](http://PaulMorrell.com) to determine your stores number of transit days from Little Rock) ordering \$100.00 in rental merchandise by midnight **Saturday** before the week of use will receive a free UPS Return Service Label in your box(s). As a courtesy, accounts not meeting the \$100.00 minimum will receive a prepaid UPS RS Label which will be billed to your account in order to expedite return shipping unless requested otherwise.

Accounts in Transit Days 4, 5 and 6 (refer to [PaulMorrell.com](http://PaulMorrell.com) to determine your stores number of transit days from Little Rock) ordering \$100.00 in rental merchandise by midnight **Wednesday** before the week of use will receive a free UPS Return Service Label in the boxes of those orders. As a courtesy, accounts not meeting the \$100.00 minimum will receive a prepaid UPS RS Label which will be billed to your account in order to expedite return shipping unless requested otherwise.

UPS Return Service Labels will be in a pouch inside the lid of the box. The UPS RS Label should be applied to the same box it is in and can be given to any UPS driver or taken to any of the *The UPS Stores*, a *UPS Customer Center*, *Office Depot*, *Staples*, or any *UPS Authorized Shipping Outlet*. There is no additional UPS charge to drop off a box with a UPS RS Label. Drop Shipped Orders and UPS Third Party Billing accounts are not included in this program.

**Return merchandise is required to be in transit to PM by midnight on the Wednesday following use.** All shipping charges for shipments not in transit (as determined by UPS) at that point are the responsibility of the account. If a PM issued UPS Call Tag or RS Tag is used after midnight Wednesday, the shipping charges and UPS fees will be placed on your account.

### **Please Choose One of the Return Methods Below:**

**RS Tags (Default Return Method):**  
Please see above.

**In-Store Pick-Up Option:** Call Tags/3 UPS Pickup Attempts (Carrier Fees Apply)

**If you would like PM to make all the arrangements for UPS to pick up your returns, select this option.**

UPS will come to your location on Monday with a label for each box and pick up your return boxes. UPS charges fees for each box that use this service, which are your responsibility. If your orders qualify for PM paid return freight, you will pay \$12.90 per box for the UPS Call Tag fee, and PM will pay the freight charges. If your orders do not qualify for PM paid return freight, you will pay \$12.90 per box for the UPS Call Tag fee as well as the freight charges. If all of your boxes are not ready for pick-up on Monday, UPS will make attempts Tuesday and Wednesday to pick-up any remaining boxes. You must make the shipping arrangements to return any rental merchandise not shipped by the Wednesday following use. You may consolidate boxes. Drop Shipped Orders and UPS Third Party Billing are not included in this program.

**None of the Above:**

I understand I am responsible for making the necessary arrangements for my rental merchandise to be in route to Paul Morrell by the Monday or Tuesday following the week of use, to avoid late charges.

PM Account # \_\_\_\_\_ Store Name \_\_\_\_\_ Date \_\_\_\_\_  
Name: \_\_\_\_\_ Title \_\_\_\_\_

I, \_\_\_\_\_ acknowledge that I have been informed by Paul Morrell that all rented merchandise is due back in transit to Paul Morrell by the Tuesday following the week of use. This agreement may be cancelled by either party with 7 days' notice to the parties. I understand this offer applies to accounts located in the continental United States only. This form must be filled out, dated and returned with the signature of the store owner before your account can be opened or changed. If you choose UPS options prearranged by Paul Morrell for you, you are agreeing to pay applicable UPS charges and fees that will be added to your invoice(s). If you have any questions please call any of our customer service representatives at Paul Morrell or email us at [info@paulmorrell.com](mailto:info@paulmorrell.com).

(PM office use only) PM ACCT# \_\_\_\_\_ By \_\_\_\_\_ Date \_\_\_\_\_