

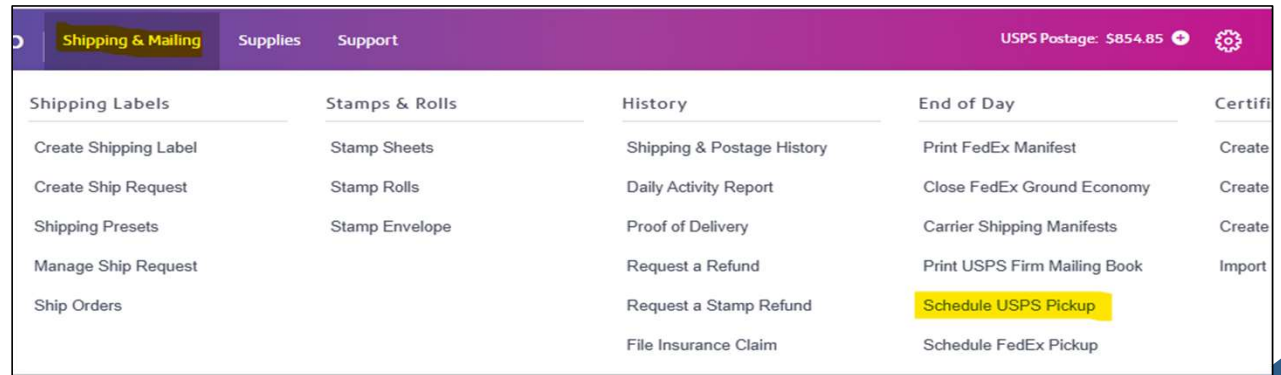
# How to Request a Pickup in PSP

## Scheduling a USPS pickup

You can schedule a package pickup for the following USPS services:

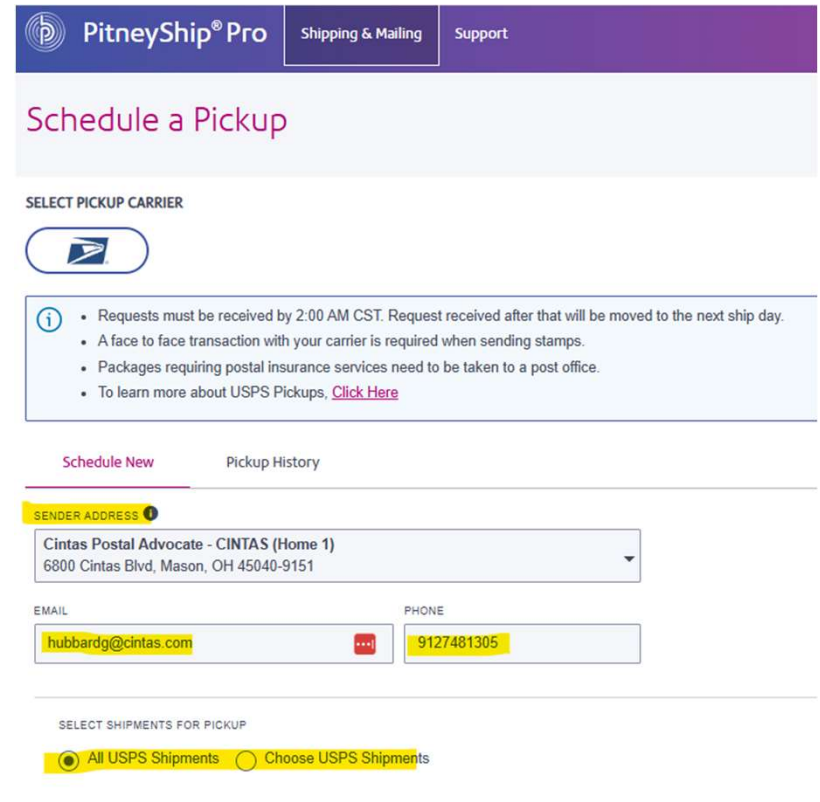
- USPS Ground Advantage
- Priority Mail
- Priority Mail Express
- Priority Mail Express International
- Priority Mail International
- First-Class Package International Service

1. From the Shipping & Mailing menu, select Schedule USPS Pickup.



# How to Request a Pickup in PSP


2. Select the sender from the Sender Address menu.
3. Enter the sender's email address and phone number if they are not already filled in.
4. Select All USPS Shipments or Choose USPS Shipments.
  - If you select Choose USPS Shipments, select the shipments you wish to have picked up, then select Choose.
5. Confirm the number and weight of the packages.
6. Select the Pickup Location.
7. (Optional) Add any Additional Notes for the carrier.
8. Select Packages have correct postage affixed and Packages are properly sealed and ready for shipment.
9. Select Confirm Pickup.



PitneyShip® Pro Shipping & Mailing Support

## Schedule a Pickup

SELECT PICKUP CARRIER



**i**

- Requests must be received by 2:00 AM CST. Request received after that will be moved to the next ship day.
- A face to face transaction with your carrier is required when sending stamps.
- Packages requiring postal insurance services need to be taken to a post office.
- To learn more about USPS Pickups, [Click Here](#)

Schedule New Pickup History

SENDER ADDRESS **i**

Cintas Postal Advocate - CINTAS (Home 1)  
6800 Cintas Blvd, Mason, OH 45040-9151

EMAIL PHONE

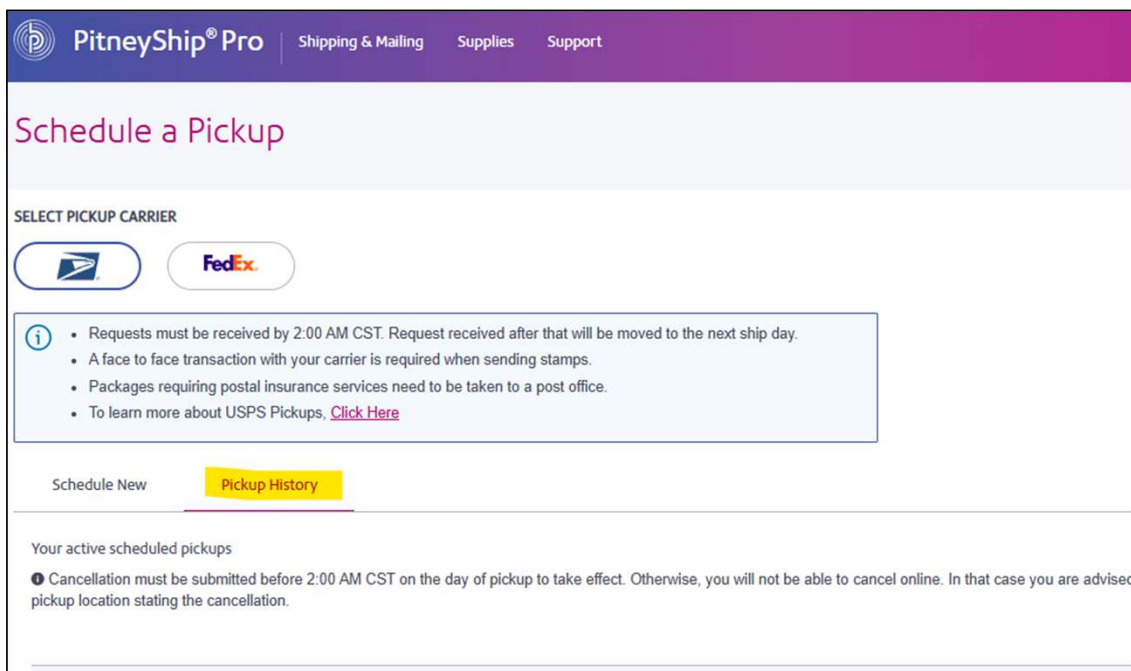
hubbardg@cintas.com 9127481305

SELECT SHIPMENTS FOR PICKUP

All USPS Shipments  Choose USPS Shipments

# How to Request a Pickup in PSP



If you need to cancel a pickup, go to the Pickup History tab.



PitneyShip® Pro | Shipping & Mailing | Supplies | Support

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Schedule New **Pickup History**

Your active scheduled pickups

**i** Cancellation must be submitted before 2:00 AM CST on the day of pickup to take effect. Otherwise, you will not be able to cancel online. In that case you are advised pickup location stating the cancellation.