

Canpar's Manual System

To order Labels On Demand (LOD):

Go to www.canpar.com

Click on "Supplies" -Enter Account Information –Open "Ground" Section

You have two choices: LOD #389005LD (does not have your company information printed) or

LOD #389005PP (does have your company information printed)

Enter quantity that you would use in a three month time frame

You must also order a Pick Up Record Book—click on "Other Labels/Tags/Record Books"

Select "New Pick Up Record Book" #389001S—enter quantity required

Preparing Shipment

Ensure the package has complete delivery address on it

Complete the slip in Pick up Record Book—account number, date, shipper name, shade in Destination postal code, consignee's (receiver's) complete address with postal code, select service required, number of packages, total weight, shipper's signature—

The LOD labels come with one larger label and two smaller ones—please note all are the same tracking number

Take the larger of the LOD label and apply to the package—take one of the smaller LOD and affix on top page of Pick Up Record slip—take another of the smaller LOD and affix to the second copy of Pick Up Record slip

Driver will sign the slip, he will take a copy which goes to our billing department and the second copy is left in the book for your records for invoice back up or tracking purpose

****please note—Do not use red ink when completing the Pickup Record slip—use black or blue**

Ink only—when completing the Destination Postal code, please shade in the appropriate areas