

SHIPPING LABEL PROCEDURE

DO NOT HAVE A USPS ACCOUNT

HAVE A USPS ACCOUNT

CREATE YOUR LABEL

STEP 1

Go to USPS.com and create an account

Go to USPS.com and enter your account number

Go to USPS.com. Once on the home page, locate the print option at the bottom. Click on print label and complete required information:

- Location shipping from?
Note: shipping from – 3571 Pasadena Ave.; Los Angeles, CA 90031
- Location shipping to?
- Shipping date?
- Package details (LAF will provide the packaging dimensions and weight)
- Package value?
- Type of service you are using?

STEP 2

Upon completion, email account information to:

Lostandfound@metro.net

Note Billing information is required and must be provided.

Upon completion, email account information to:

Lostandfound@metro.net

Upon completion, enter billing information and payment type.

Note: USPS accepts VISA or PayPal.

STEP 3

Lost & Found personnel will create a label and schedule the package delivery.

Note: You will be billed by USPS.

Lost & Found personnel will create a label and schedule the package delivery.

Note: You will be billed by USPS.

Print and email label to:

Lostandfound@metro.net

STEP 4

Notification will be sent from USPS, when the package is shipped.

Lost & Found Personnel will schedule package delivery