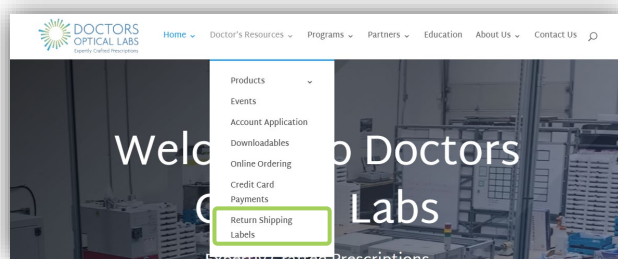


Instructions to generate Return Shipping Labels

1. Go to doctorsopticallabs.com/doctors/shipping or select “Return Shipping Labels” in the “Doctor’s Resources” menu.



2. Scroll down and start filling out the form “Add Items to Return”.

“Estimated Weight” is not needed.

Enter your Doctor’s Optical Labs account number in the “Reference Number” field.

A screenshot of the 'Add Items to Return' form. It has two input fields: 'Estimated Weight' with an example of '2 lbs' and 'Optional' text, and 'Reference Number' with an example of '123456' and 'Optional' text. A note below the second field says 'Please enter customer #, invoice #, phone # or email address.'

3. The “Contents” is your packing list. In “Description” enter the frame number and/or patient’s last name.

In the “SKU” field, enter the last four digits of your order number. Do not include patient name.

Select “Add Another Item” for each job in the shipment. You can add up to 15 items.

Once you’ve entered all jobs in the shipment, select “Continue”.

A screenshot of the 'Contents' form. It asks the user to 'Please add each item that you would like to ship.' It shows 'Item 1' with a 'Remove' button. There is a 'Description' field with a quantity of '1' and a plus/minus control. Below it is an 'SKU' field with 'Optional' text. At the bottom are 'Add Another Item' and 'Continue' buttons.

4. The “Select Reasons for Return” section can be left blank. Simply select “Next” to enter your address information.

A screenshot of the 'Select Reasons for Return' form. It asks the user to 'Please select a return type and reasons for returning each item.' It shows 'FS1234', 'SKU: 1234', and 'Quantity: 1'. There is a 'Classes' button. Below it is a 'Comments...' text area. At the bottom are 'Back' and 'Next' buttons.

Instructions to generate Return Shipping Labels

5. Enter your “Ship from Address” and select “Save”.

6. Review everything you have entered and confirm that it is accurate. Then select “Submit” to generate the shipping label.

Return Confirmation

Please confirm your shipping address, and make sure all the info is correct.

Ship From Address

[Edit](#)

Tom Jones

1234 Main Street
Twin City, MN, 55555
United States

Contents

[Edit](#)

FS1234
SKU: 1234
Quantity: 1
Glasses

Comments

[Edit](#)

None.

[Back](#) [Submit](#)

Return Confirmation

Please confirm your shipping address, and make sure all the info is correct.

Ship From Address

Jones Optical [Optional](#)

Tom

Jones

1234 Main Street

Address Line 2 [Optional](#)

Twin City

MN 55555

United States

123-456-7777

tomjones@gmail.com

[Cancel](#) [Save](#)

7. Last Step: Print two copies of the packing slip/shipping label.

Cut one in half, include the “Packing Slip” inside the box and tape the label to the outside of your box.

Keep the other copy for your records, which allows you to verify that the jobs/frames were received by the lab.

Then drop off the box at a UPS Shipping Center near you or schedule a pick-up on the UPS website.

Print Packing Slip
Include packing slip, original receipt and packaging with return.

Fold & Attach Shipping Label
Fold shipping label page and attach it to your box face up.

Drop off at UPS Shipping Center
Find an authorized UPS shipping center near you.

57% [Print](#)

Packing Slip

Shipped From	Shipped To	Return Information
Tom Jones Jones Optical 1234 Main Street Twin City, MN, 55555 United States	Lab Doctors Optical Lab 2325 Lakeside Pl Suite 130 Plymouth, NY 59011 United States	Header: 12345 Reference: 1630 RMA #: 1630

1. Print out this page, and include it with the returned items.
2. Fold the document in half and attach it to your box with the label facing up.
3. Drop off your return at the authorized UPS shipping center.
*Keep a copy of this page to reference your RMA (return authorization number) and the tracking number shown on your UPS label.

Returned Item(s)

Shipped Date	Shipped Via	RMA #	Count	Total Weight
10-26-2024 UTC	UPS 2nd Day Air	1630	1	1.0 lbs

Description	Return Type	SKU	Qty
FS1234	Glasses	1234	1

