

# Arranging Collections Using MHI Couriers

Using the collections page, you can arrange collections using one of our couriers. This means you can instantly create a collection, rather than emailing our collections department. **Please note: you'll only be able to arrange collections once this has been agreed. If this is something your interested in, please contact us!**

**Step 1)** Enter your consolidated parcel(s) weight and dimensions

**Step 2)** Select the collection address (currently, you can only have one collection address, specified by trading address within settings)

**Step 3)** Select the collection service that suits your requirements. The cost will be calculated as collection details are entered in step 1.

- UPS Drop-off is suited to lightweight collections **under 20kg**.
- APC Collections are suited to **20kg+ collections**
- If you need to arrange a collection for **150kg+**, please contact your account manager.

**Step 4)** Once a service has been selected, we'll ask for more details such as a collection window, or show you available drop off locations.

**Step 5)** Once arranged, click "**Confirm & Get Labels**" in the bottom right of the screen. This information will be summarised on your collections homepage.

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