

How to Create a Return Label

When purchasing products online, there is always a chance you may have to return them. Wrong size, wrong item, damaged in delivery, etc. Sometimes this process can be complicated and confusing. Here, at Beacon Business Center, we would like to make the process easier for you.

The first step in this process is to understand that we are not a corporate UPS™ Store or FedEx™ Store. We are a UPS™ Authorized Shipping Outlet and a FedEx™ Authorized Shipping Center. Therefore, if you are processing a return and do not want to drive to Butte (UPS™) or Bozeman (FedEx™), do not choose any shipping option that gives you a bar code/qr code rather than an actual shipping label. Unfortunately, these codes only work at the corporate stores.

In the case of **Amazon™**, when processing a return, the first shipping option they give you is for the UPS™ Store. Again, if you do not want to drive to the closest UPS™ store, which is in Butte, do not choose this option but rather **choose the second option** which says **UPS™ drop off**. This will allow you to print an actual shipping label and you can then drop it off at our location. If you have already printed the barcode, an easy fix is to go into your account, cancel the return, re-select the return, and choose that **second shipping option**. If you do not have easy access to a printer, simply email the label to beaconbus@gmail.com and we would be happy to print the label and have it ready for you. You can send the label to your email account and forward to us or you can have the label emailed directly to us.

We hope this will make the process easier for you and please remember that, along with processing UPS™ and FedEx™ shipments for you, we are always happy to take you pre-labeled drop-offs as well. If you still have questions, feel free to give us a call at [406-842-7488](tel:406-842-7488).

Thank You & Happy Shipping,

The Staff at Beacon Business Center