

To ship your personal GPS for upload, **first email us for timing and availability of return**, then:

Your GPS most likely holds between 20-50 Routes. Choose the routes you wish to load to the GPS that you wish to have loaded from your GPS guidebooks up to the maximum number of routes your GPS will hold. If you only own one guidebook, just write 'Guidebook Vol. 1" or Guidebook Vol. 2". Make sure to read 'Include inside the box'.

Wrap your GPS in bubble wrap & tape it. Make sure there is at least 1" of packaging paper firmly between the box and GPS, all the way around the unit

Ship in a box at least 2" bigger than the length and width of the GPS

Make sure there is enough protective packaging paper to fill the entire box: it should be packed firmly so that nothing moves when shook.

**INCLUDE INSIDE THE BOX:**

- Your GPS completely empty of information
- Your data cable (cable that hooks your GPS up to your computer) \*if you do not have one, email us to see if we have your model cable
- A clearly computer printed note including: Full Name, UPS Address (no POB), Phone number (work and home), and GPS serial number **AND**
  - The routes you want loaded to the GPS (you can only choose the number of routes your GPS holds). When listing the routes, please reference your guidebooks acronym route name (i.e. VRLH-S)

5. Make sure the box seams are all double taped

6. It is your responsibility to ship this package insured for the amount of the GPS value

7. We suggest shipping via UPS or Federal Express so that you have a tracking number. If you ship using **UPS** or **FedEx**, ship it to:

**Lizard Lady Publications, Inc.**

**100 Grand Cty Rd. 8344/Bryant #13, Fraser, CO 80442**

8. If you ship using the United States Post Office (USPS) you can pay extra for insurance and ship it to:

- **Lizard Lady Publications, Inc.**
- **POB 585, Winter Park, CO 80482**

**WE CANNOT RECEIVE SHIPMENTS FROM UPS/FEDEX AT THE POST OFFICE AND WE CANNOT RECEIVE SHIPMENTS AT THE POB FROM UPS/FEDEX. THIS IS YOUR RESPONSIBILITY.**

9. By shipping us your GPS, you are agreeing to full responsibility for any lost, stolen, or damaged contents inside the package.

10. After dropping off your package: **Email us** a note with the date shipped, tracking number, and which method was used (i.e. UPS/FedEx or Postal Service)