

# **IMPORTANT INFORMATION**

Regarding Your SwiftPac Account

At SwiftPac, we are committed to providing you with the best, most efficient service. As such, we want to remind you of some crucial information regarding the use of your Account.

## 1. Your Account, Your Responsibility

## DO NOT ALLOW ANYONE ELSE TO USE YOUR ACCOUNT

Ensure that your friends and family **create and use their own** SwiftPac Account to Shop and Ship. This will help prevent (a) unnecessary delays in processing and (b) misrouting of packages.

## 2. Your Shipping Address Details

When ordering online, the Shipping Address MUST include YOUR Full Name (First and Last), YOUR Account/Box Number, and SwiftPac Warehouse Address: 2281 NW 82nd Ave, Doral Florida 33122.

#### Your Shipping Address In The USA

#### YOUR FIRST & LAST NAME

2281 NW 82nd Ave

#### STE. YOUR ACCOUNT/BOX NUMBER

Doral, Florida 33122 (305)-470-8998

Always use this format for your Delivery Address

The FULL NAME and ACCOUNT/ BOX NUMBER must match the information in our Warehouse Computer System, or your package will not be shipped to you.

# 3. Always Pre-Alert Your Packages



The <u>Description and Value</u> of your purchases are necessary for our Warehouse to accurately process your packages. When you Pre-Alert your packages, they are processed and shipped much faster. Remember to submit the Pre-Alert before your package arrives at the SwiftPac Warehouse.

Please feel free to **Contact Us** with any questions.