



NEW MEXICO  
DIVISION OF  
VOCATIONAL  
REHABILITATION

Public Education Department

# New Mexico Assistive Technology Program

## ABLE Device Loan Shipping Instructions

The following information **must be followed** to ensure shipping of NMTAP ABLE equipment. All you need to do is:

- Package the Equipment in the box it came in if still in good condition.
- Make sure the equipment is stable (can not move in box).
- Call our office at 1-800-866-2253 or 505-954-8535 and give us the:
  - ✓ **Weight of the box**
  - ✓ **Dimensions of the box**
  - ✓ **Physical address it is to be picked up from**
  - ✓ **Contact person name and phone number**
- Place the following **SHIP to Address** on the box:
  - ✓ **DVR-NMTAP**  
**Attn: Julie Martinez**  
**435 St. Michael's Dr., Bldg D**  
**Santa Fe, NM 87505**

NMTAP will mail or fax you a prepaid UPS mailing label to place on the package and you will need to call UPS at 1-800-742-5877 and have them pick up the package from you. Or you can take the package to any location of the UPS store, UPS drop box, UPS customer center, UPS Alliances (Office Depot or Staples) near you. Items are sent via UPS Ground Return Services to ABLE Device Loan Program. **DO NOT** add any additional insurance to the package.

**To find a location nearest you, please visit “Find Locations” Quick link at [ups.com](https://www.ups.com).**

**PLEASE DO NOT SEND ON YOUR OWN**

Should you run into any questions, concerns, or complications please contact our office.

