



California State University, Chico
Shipping and Receiving

UPS Shipping Request



Instructions:

- 1. Address your package.
- 2. Attach this form.
- 3. Call Shipping at x5155 for pickup.

Department Information

Department Name: _____ Zip: _____

Contact Name: _____ Phone Number: _____

Billing Information

Mail Bag Account to be Charged:

State _____ *Your department acronym plus your department Mail Bag Account. This can be found on your mail bag under the bar code. Example: President's Office (PRES), Zip (150) = PRES150*

Foundation _____ *Start with FD then a five (5) digit account code.*

Associated Students _____ *Start with AS then a four (4) digit account code.*

If you are unsure of your account, contact Mail Services at x5326.

Shipping Information

Total Number of Packages: Name _____

Ship To Company _____

Commercial Address Address 1 _____

Residential Address Address 2 _____

UPS does not ship to P.O. Boxes.

City _____ State _____ Zip _____

Services Requested:

- Ground
- Next Day
- 2nd Day
- 3 Day Select

Insurance: Value of the Item (if over \$100): _____

UPS automatically protects every shipment against loss or damage up to a value of \$100. For an added fee, you can request additional insurance no greater than \$50,000 per package.

Request Tracking Number by Email: _____

Enter your email address to receive shipping details about the progress of your shipment.

Special Instructions