



UPS/FedEx Shipping Request

Please Ship Via: UPS FedEx

SENDER INFORMATION

Name Email Phone
Department Campus Zip

RECIPIENT INFORMATION

Contact Name Phone
Company Name Email
Address 1
Address 2
City State Zip
This address is: Commercial Residential Include Return Label

SHIPPING CHARGES

of Packages Declared Value

Bill Sender - Mailbag Code: Bill Recipient Bill 3rd Party

SHIPPING SERVICES

UPS: Next Day Air Early Next Day Air Next Day Saver 2nd Day AM 2nd Day 3-Day Select Ground

FedEx: FedEx Priority FedEx Standard FedEx Saver FedEx 2-Day FedEx Ground

SPECIAL HANDLING: SATURDAY Delivery No Signature Required Direct Signature Indirect Signature

DANGEROUS GOODS/HAZMAT DECLARATION

Does this package(s) contain anything potentially hazardous such as: liquids, fragile, perishable, lithium batteries, paint, aerosol products, or dry ice? NO YES

If you respond YES or you are UNSURE, please contact Environmental Health & Safety at ext. 5126 prior to delivering your packages to Distribution Services.

WHAT ARE YOU SHIPPING?

REFERENCE LINE (Purchase order, invoice number, etc.)

INTERNAL COMMENTS/NOTES