

UPS PACKAGES – DOMESTIC ONLY

Please fill out the following form **completely and then place it in the UPS Form Bin** at the Reception Desk. **Do NOT bring your package to the Reception Desk.** An address/barcode label will be printed for you from the UPS Online System. YOU are responsible for the form being filled out correctly. YOU are responsible for picking up the label from the Receptionist; ensure your package is labeled, (*with no other barcodes on it*), and placing the package on the loading dock for the UPS driver to pick up. **All requests received during the day are processed by 4:00 pm and will be picked up at next delivery time.**

Are the items? (Please check item that you are shipping. Please be available to answer all questions for your label to be filled out accurately.)

Liquid Perishable Fragile
 Dry Ice Lithium Batteries Preservatives
 Biological Samples None of the Above

Ship To:

Ship From:

Company _____

Name/Attention _____

Address _____

City/State/Zip _____

Phone Number (**REQUIRED** if expedited, Dry Ice, Lithium Battery or other) _____

Please circle the type of mail service desired (services listed in order of cost):

Next Day Air Early AM

2ND Day Air AM

GROUND

Next Day Air

2nd Day Air

Next Day Air Saver

3 Day Select

(Ground is the cheapest way to send a UPS package. Remember that all services may not be available to all destinations.)

Weight – round up to the nearest pound: _____

Account Number: _____

Signature (must be authorized to sign on account): _____

Other Optional Services Available: Declared Value: _____

Delivery Confirmation: _____