UPS PACKAGES – WORLDSHIP

THIS FORM IS FOR PACKAGES/LETTERS GOING OUT OF THE COUNTRY

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:

COMPANY_____

NAME_____

ADDRESS_____

CITY_____

COUNTRY_____

Zip_____

PHONE NUMBER (**REQUIRED**)_____

Ship From:

_____

_____

_____

Please circle the type of mail service desired, service sometimes depends on the country.

Worldwide Express Plus Worldwide Express

Worldwide Expedited STANDARD

DESCRIPTION OF GOODS (REQUIRED): _____

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: _____

Print Form