



PACKAGE SHIPPING DOCUMENT

Let the mailroom label your package(s) using "Best Way Rate Comparisons" for USPS, UPS and FedEx.

	Preferred Shipping Method*			
	<input type="checkbox"/> UPS	<input type="checkbox"/> FedEx	<input type="checkbox"/> USPS	<input type="checkbox"/> Most Economical Way
	Required Arrival Date to Recipient:			
	E-mail Address, if you would like to receive Package Cost and Tracking Information:			

Shipment From

Department:	
Phone Number:	Contact Person:
Billing Account #:	
	Value of Item:
	Purchase Additional Insurance if valued over \$100? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Description of Contents: (Required for international shipments)

Delivery To

Company or Name:	
Address Line 1: (Street Address)	
Address Line 2: (Bldg/Floor/Office)	
Address Line 3: (Department)	
Zip:	City: State/Province:
Country:	
Phone:	Ext: (Required for international shipments)
Attention:	

* Items packaged in a carrier specific box/envelope will restrict the availability of shipping methods. e.g. items packaged in a FedEx box must be sent via FedEx.

Addresses to a PO Box can only be sent via USPS.

If this is an international shipment you may need to fill out a customs form.

Please contact the mailroom at X 3350 with any questions or special instructions.