

DOMESTIC GROUND COURIER

Shipping Request for UPS and FEDEX GROUND within USA

Date

Sender

Contact Number

☐ Charge to Department

Dept. Name

☐ Personal Charge

DESTINATION

(EXPRESS COURIERS WILL NOT DELIVER TO P.O. BOX)

Company

Attention

Address

Address

City State Zip Code

Time in Transit varies per courier and destination. Please check specific courier for details.

☐ Transit time does **NOT** matter. Ship the least costly way.

☐ UPS Ground

☐ FedEx Ground

ADD ADDITIONAL INSURANCE

☐ UPS and FedEx automatically insure for up to \$100.

Declared value of contents

Package contents

For Office Services use only:

EMAIL THIS INFORMATION TO THE SENDER IF CHARGED TO A DEPARTMENT.

Tracking number: _____ Shipment Cost: _____

Prepared by Initials: _____

Reset Form

Print Form

