

UPS SHIPMENTS

In order to send out a shipment the following information is needed:

Your name: _____ Today's Date: _____

Your Phone Number: _____ Your email address: _____

Would you like to receive notifications of shipment status, Yes No

Address of where the package is being shipped to

Phone/Email of Company/Individual where this shipment is going (*optional, but allows UPS to contact the receiver of the shipment, should they get lost or need specific delivery directions*)

Phone _____ Email: _____

Weight of package: _____

Package Measurements _____ x _____ x _____
Length Width Height

Does this package need insured? Yes No If yes, for how much \$ _____

What type of shipment would you like (Please see table below): _____

If you would like to know the cost for each type of shipment, that can be emailed to you as long as the rest of the form is complete. Then the form will be placed back in your mailbox for you to choose the type of shipment you want, and to obtain the appropriate budget signature.

Service	Delivery Commitment	Typical Delivery Time
UPS Next Day Air Early	Next Business Day	Delivery as early as 8:00 a.m.
UPS Next Day Air	Next Business Day	Delivery typically by 10:30 a.m.
UPS Next Day Air Saver	Next Business Day	Delivery typically by 3:00 p.m.
UPS 2 nd Day Air AM	2 Business Days	Delivery typically by 10:30 a.m.
UPS 2 nd Day Air	2 Business Days	Delivery typically by the end of the day
UPS Ground	1-5 Business Days	Delivery based on distance to destination

*Please note, there is an **additional \$7.10 charge** to have the package picked up. Typically the UPS Driver is in the office once a day, but if he does not come in, or has already come and gone for the day, then a pick-up request will need to be put in, and there is an additional charge for these requests.*

Budget Approver Signature _____

Budget code to charge the shipping cost to (Dept/Fund/Program Code): _____