



MAIL SERVICES, SHIPPING AND RECEIVING SERVICE REQUEST

Overnight Packages must be received in Mail Center by 2:00

DATE _____

DEPARTMENT _____

ACCOUNT # _____

CONTACT PERSON _____

PHONE _____

TYPE OF SERVICE REQUESTED

OVERNIGHT	GROUND
<input type="checkbox"/> OVERNIGHT BY 8:00 AM (Early AM)	<input type="checkbox"/> UPS (UPS GROUND GUARANTEES NEXT DAY DELIVERY TO WASHINGTON BY END OF DAY 5:00)
<input type="checkbox"/> OVERNIGHT BY 10:30 AM (Priority)	<input type="checkbox"/> 2 Day
<input type="checkbox"/> OVERNIGHT BY 3:00 PM (Standard)	<input type="checkbox"/> 3 Day
<input type="checkbox"/> SATURDAY DELIVERY (Add \$10.00)	
International	
<input type="checkbox"/> Priority (2-3 days)	
<input type="checkbox"/> Economy (5-7 days)	

Contents and Value (International Shipments) _____

Insurance Value \$ _____

(\$100 Insurance automatically with UPS & FED-EX, \$.35 per additional \$100)

SHIPPING INFORMATION (Must be physical address, NO PO BOXES for UPS or Fed-EX)

NAME OF PERSON _____ PHONE _____

NAME OF COMPANY _____

STREET ADDRESS 1 _____

STREET ADDRESS 2 _____

CITY _____

STATE _____

ZIP CODE OR POSTAL CODE (International Shipments) _____

COUNTRY _____

FOR MAIL SERVICES ONLY \$ COST _____ TRACKING # _____