

MAIL SERVICES SHIPPING AND RECEIVING SERVICE REQUEST

Date: _____ Contact Person: _____

Phone: _____ Email: _____

Department: _____ Account #: _____

TYPE OF SERVICE REQUESTED *Service Delivery Availability Subject to Address Location and Carrier

FEDEX **UPS** **USPS** **OTHER** _____

<input type="checkbox"/> OVERNIGHT BY 8:00 AM (AM FIRST)*	<input type="checkbox"/> GROUND (UPS Guarantees Next Day Delivery within Washington by 5:00 PM)
<input type="checkbox"/> OVERNIGHT BY 10:30 AM (PRIORITY)*	<input type="checkbox"/> 2 DAY* <input type="checkbox"/> 3 DAY*
<input type="checkbox"/> OVERNIGHT BY END OF DAY (STANDARD)*	INTERNATIONAL
<input type="checkbox"/> SATURDAY DELIVERY (Additional Charge)*	<input type="checkbox"/> PRIORITY (2 - 3 DAYS)
Declared Value \$ _____	<input type="checkbox"/> ECONOMY (5-7 DAYS)*
USPS EXTRA SERVICES: <input type="checkbox"/> EXPRESS <input type="checkbox"/> CERTIFIED <input type="checkbox"/> RETURN RECEIPT <input type="checkbox"/> MEDIA MAIL <input type="checkbox"/> LIBRARY MAIL	

DECLARATION OF CONTENTS		Insurance Value \$ _____
DOES NOT contain any lithium batteries <input type="checkbox"/>	I certify that this package does not contain any of the following Hazardous Materials: Photographic equipment, torch/flashlight, dry batteries, wet cell batteries, alkaline batteries, solar charger, ultra capacitor, chemicals (agricultural/industrial/household/volatile), toxic or corrosive substances, pesticides, compressed gases, flammable liquids, perfumes, resins, inks, paints, sealants, adhesives, mercury, fireworks, ammunition, flares, nail polish, wax, glue, spray paint, lighter fluid, radioactive substances, pharmaceuticals, dry ice, medical equipment, vaccines or virus samples or anything that would qualify as Dangerous Goods or Hazardous Materials. <input type="checkbox"/>	
Contains lithium batteries that are "contained in" equipment <input type="checkbox"/>		
Contains lithium batteries that are "packed with" equipment <input type="checkbox"/>		
Contains "standalone" lithium batteries Ground Service ONLY <input type="checkbox"/>		
Package does not contain any lithium batteries or electronic devices containing lithium batteries <input type="checkbox"/>		
Package does contain lithium batteries or equipment containing lithium batteries that are not compromised, and/or damaged in any way, and are fully intact. <input type="checkbox"/>		
<i>Select the applicable check box:</i>		Describe the contents of this package if it does contain any of the items listed above. Be specific (i.e. Tablet, smart phone, laptop, alkaline battery, flammable liquids, etc. _____ _____
Contains less than 1 gram lithium content for lithium metal cells and less than 2 grams lithium content for lithium metal batteries <input type="checkbox"/>		
Is less than 20 Wh for lithium Ion cells and 100 Wh for lithium Ion batteries <input type="checkbox"/>		
My signature attests that the information given in this form is true, accurate and complete.		
Customer Name (Printed) _____		Customer Signature _____

SHIPPING INFORMATION (Must be a physical address; No P.O. Boxes for FedEx or UPS.)

Name of Person _____ Phone _____

Name of Company _____

Street Address 1 _____

Street Address 2 _____

City _____ State _____ Zip Code _____

Country _____ Postal Code _____

Contents (Required for International Shipments) _____

Email of recipient _____

FOR MAIL SERVICES ONLY: COST \$ _____ TRACKING NUMBER _____