

# 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

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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

