

# DOMESTIC EXPRESS COURIER

Shipping Request for UPS and FEDEX EXPRESS within USA

Date:

Sender:

Contact Number:

Charge to Department

Dept. #:

Personal Charge

## DESTINATION

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

Company Name:

Attention:

Address:

Address:

City:  State  Zip

Contact Number:

Courier Preference :

Least Costly

UPS

FedEx EXPRESS

- 1st OVERNIGHT - Early Am Delivery by 8:30a.m.
- OVERNIGHT Air -Delivery between 10:30/12:00
- OVERNIGHT SAVER - Delivery by the end of the business day
- 2 Day Air A.M. Delivery
- 2nd Day -Delivery before the end of business
- 3 Day

**Time in Transit may be different for Hawaii and Alaska. Please check specific courier for details.**

Add Insurance (UPS & FedEx automatically insure for \$100 for free.) 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

