*Please provide the following information for each shipment. Give completed form along with package/letter to User to process with City’s UPS CampusShip or FedEx account.*

1. **Shipping to:**

Business Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Recipients Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Street Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State \_\_\_\_ Zip\_\_\_\_\_\_\_\_\_

(Optional) Phone # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Shipping from:**

ORG No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Object: 5318 (Shipping)

Requestor Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email for Notifications \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Email sent for Pickup/Delivery/Exceptions)

1. **Packaging Information** (Check Box or Letter):

Box \_\_\_\_\_\_ Weight\_\_\_\_\_\_\_\_\_

Dimensions:

Height \_\_\_\_\_\_\_ Width \_\_\_\_\_\_\_ Length\_\_\_\_\_\_\_\_

Declared Value \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_USD (*Required*)

Does package or box contain batteries? \_\_\_\_\_\_\_\_\_

Letter \_\_\_\_\_\_\_ Weight\_\_\_\_\_\_\_\_\_ (in tenths)

Declared Value \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_USD (*Required*)

1. **Type of Service Requested**:

Ground Service \_\_\_\_\_\_\_\_\_\_\_\_\_

3 Day Select \_\_\_\_\_\_\_\_\_\_\_\_\_

2 Day Air \_\_\_\_\_\_\_\_\_\_\_\_

Next Day Air Saver \_\_\_\_\_\_\_\_\_\_