

SHIPPING REQUEST FORM

(To be used for mailing packages and all international mail)

Domestic Mail: First Class Media/Library Rate Special Services: Certified Registered Insured	International Mail: Air Mail Air Parcel Post	UPS Options: UPS Ground UPS Other UPS Next Day Air: 8:30am 10:30am End of Day	Federal Express: BY REQUEST ONLY
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DATE: _____ SENDER NAME: _____ EMAIL: _____

PHONE: _____

SHIPPING TO: check one

RESIDENTIAL

BUSINESS

SHIPPING NAME AND ADDRESS:

PHONE NUMBER OF ADDRESSEE (REQUIRED): _____

REQUESTED ARRIVAL DATE: _____

PACKAGE CONTENTS: _____

VALUE: _____ NUMBER OF PIECES: _____

FOAPAL (ACCOUNT) NUMBER: _____

PROJECT / ACCOUNT TITLE: _____

REMARKS: _____