

****PLEASE PRINT ALL INFORMATION CLEARLY AND FILL OUT ALL AREAS****

DATE:

YOUR NAME:

YOUR EMAIL ADDRESS:

DEPARTMENT NAM

DEPARTMENT GL CODE TO CHARGE SHIPPING

***IF a student - just write STUDENT on this line. If Staff Personal write that ABOVE

HOW DO YOU WANT TO SEND THE PACKAGE, please check preference?:

2ND DAY

OTHER

ANY SPECIAL INSTRUCTIONS:

SEND PACKAGE TO (NAME/COMPANY NAME):

ATTN TO:

ADDRESS:

ADDRESS:

CITY, STATE/COUNTRY AND ZIP CODE:

If International please be sure to include "Country" and "Country Zip Code" - We can NOT ship with

*****CONTENTS OF PACKAGE (MUST BE FILLED IN) on next line*****

***INTERNATIONAL PKGS - MUST have full description of ALL contents

VALUE OF CONTENTS: \$

DO NOT WRITE BELOW THIS LINE, FOR INTERNAL USE ONLY

USPS

FEDEX GROUND

FEDEX EXPRESS

UPS

Shipping Charge: \$

CIRCLE ONE

PAID BY: CC

CASH

DEPT

Measurements:

W _____ X L _____ X H _____