



STORES RECEIVING AND MAIL

EXPRESS SHIPPING FORM

EXPRESS SHIPPING

Overnight, Ground, International

292-6967

1. Complete and print this form
2. Prepare your shipment
3. Choose shipping method:

Easy as 1-2-3!

- Use one of the convenient drop boxes located around campus until 5:30 pm
- Call University Mail Services (292-6967) to schedule a pickup before 3:00 pm
- Drop-off to 2650 Kenny Road anytime before 6:00 pm

1 FROM (SHIPPER)

OSU Department / Organization

Contact Name

Name.N

Department / Organization Address

Post / Zip

Phone

Email

2 DEPARTMENT CHARTFIELD / PAYMENT INFORMATION

Organization

Fund

Account

Project

Program

User Defined

Budget Year

3 DESCRIPTION OF CONTENTS REQUIRED

OSU Does Not Ship Hazardous Materials!

4 DECLARED VALUE

Insurance \$ _____ (value)

5 TO (RECIPIENT)

Company Name

Contact Name

Delivery Address *Shipments Cannot be Made to a PO Box*

Post / Zip

Phone *Required for International Shipments*

Email

Country

6 TYPE OF SERVICE

Choose One

- UPS NEXT DAY AIR ®** (Most deliveries made by 10:30am)
- UPS GROUND** (guaranteed delivery in 1-5 business days)
- UPS WORLDWIDE SAVERSM**
(International Service: guaranteed delivery in 1-3 business days)
- Signature Requested
- Residence
- Saturday Delivery (please call first - service not available to all locations)

7 SHIPPER'S AUTHORIZATION

Signature

Date

We ship via UPS



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