

INSTRUCTIONS

1. Please pre-package all contents of your shipment together in a box, UPS envelope, etc. Shipping supplies are available in the DC.
2. Write the recipient's name on the outside of package.
3. Complete all the information below and attach form to the package. **DESCRIPTION OF SHIPMENT CONTENTS MUST BE COMPLETED FOR ALL INTERNATIONAL SHIPMENTS.**
4. Drop packages in cart located outside west cafeteria (employee entrance).
5. All shipment request forms will be filed in the shipping office for future reference.
6. A copy of the request form will be returned to you through the company mail service.

SHIPMENT FROM [Sender Information]

NAME:
[NAME OF INDIVIDUAL REQUESTING SHIPMENT]
DATE / TIME:
EMAIL ADDRESS:
[SHIPMENT IS DELIVERED TO DC FOR PROCESSING]

SHIPMENT CONTENTS

DESCRIPTION <small>[BRIEF DESCRIPTION OF EACH ITEM IN SHIPMENT]</small>	QTY <small>[QUANTITY OF EACH ITEM]</small>	VALUE <small>[APPROXIMATE TOTAL VALUE \$USD]</small>	HARMINZED TARIFF CODE

DELIVER TO [Recipient Information]

NAME:
TELEPHONE:
COMPANY:
STREET ADDRESS:
DEPT/FLOOR:
CITY:
STATE:
ZIP CODE:
COUNTRY:

UPS PACKAGE [PRIORITY]

DOMESTIC SHIPMENTS

GROUND
NEXT DAY (BY 5:00 PM)
SECOND DAY
THIRD DAY

CANADA SHIPMENTS

GROUND – STANDARD
WORLDWIDE EXPRESS/SAVER
WORLDWIDE EXPEDITE

INTERNATIONAL SHIPMENTS

WORLDWIDE EXPRESS/SAVER
WORLDWIDE EXPEDITE

PALLET / TRUCK SHIPMENTS

PPD
PPD/ADD
PREFERRED CARRIER:
COLLECT
CARRIER:
ACCOUNT #
Third party billing information if freight to be paid by recipient.

SPECIAL SERVICES

TRACKING NUMBER REQUIRED BY SENDER?
YES
NO