**UPS SHIPPING REQUEST – Please print**

DATE \_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_

SENDERS NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

FIRST LAST

RECIPIENT COMPANY NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

RECIPIENT NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

FIRST LAST

ADDRESS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CITY \_\_\_\_\_\_\_\_\_\_\_\_\_\_ STATE \_\_\_\_\_\_\_\_\_\_\_\_ COUNTRY \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

POSTAL CODE \_\_\_\_\_\_\_\_\_\_\_\_\_ TELEPHONE # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SERVICE TYPE**

DOMESTIC INTERNATIONAL - to Europe

NEXT DAY AIR \_\_\_\_\_ 2 DAY AM EXPRESS PLUS \_\_\_\_\_

TWO DAY AIR \_\_\_\_\_ 2 DAY EXPRESS \_\_\_\_\_

THREE DAY AIR \_\_\_\_\_ 2-3 DAY SAVER \_\_\_\_\_

GROUND SERVICE \_\_\_\_\_ 4-5 DAY EXPEDITED \_\_\_\_\_

FREIGHT – 150+LBS \_\_\_\_\_

**PACKAGE**

DECLARED VALUE USD $ \_\_\_\_\_\_\_

SHIPMENT CONTENTS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

IS THIS A HAZARDOUS SHIPMENT? ***CANNOT SHIP VIA UPS* NO \_\_\_\_\_**

IS DRY ICE IN SHIPMENT? ***CANNOT SHIP VIA UPS NO \_\_\_\_\_***

BUDGET NUMBER TO CHARGE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

BUDGET APPROVAL SIGNATURE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SHIPMENTS MUST BE BROUGHT TO BAG 036 BEFORE 12PM ON THE DAY YOU WANT THEM SHIPPED