

EXPRESS SHIPPING FORM



EXPRESS SHIPPING

Overnight, Ground, International

292-2694

1. Complete and print this form
2. Prepare your shipment
3. Choose how to send it off:

Easy as 1-2-3!

- Call University Mail Services (292-2694) to schedule a pickup before 3:00 pm
- Use one of the convenient drop boxes located around campus until 5:30 pm
- Drop-off to 2650 Kenny Road anytime before 6:00 pm

1 FROM (SHIPPER)

OSU Department / Organization

Contact Name

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 AND VALUE

This Information is Required for International Shipments

Please Note: UPS covers up to \$100 unless insured for greater value.

Insurance \$ _____ (Value)

4 TO (RECIPIENT)

Company Name

Contact Name

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

Post / Zip

Phone

Email

Country

5 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)
- Proof of Delivery
- Residence
- Saturday Delivery (please call first—service not available to all locations)

6 SHIPPER'S AUTHORIZATION

Signature

Date



UPS, the UPS brandmark and the color brown are trademarks that are used with permission by the owner, United Parcel Service of America, Inc. All rights reserved.