



**CF PRINTING AND POSTAL SERVICES
UPS REQUEST**
usps@cf.edu

**Attach completed form to package and bring to the post office in Building 34.
Any package(s) not accompanied by completed form will not be shipped.**

Sender Information

Date: MM/DD/YY _____ Sender's Name: _____ Sender's Telephone/Ext.: _____
Department Budget No.: _____ Department: _____ Personal Shipping

Recipient Information

Recipient's Name: _____ **Required Telephone No.:** _____
Company Name: _____
Address: **(No P.O. Boxes)** _____
City: _____ State: _____ Zip Code: _____
Is this a residential address? Yes No

International Address Information

Country: _____ Country Code Required: _____

Domestic Package Services (Up to 150 pounds, and no larger than 108" X 165" plus girth L+2xW+2xH) **EOD=End of Day**
 Next Day Air Early (8 a.m.) Next Day Air (10:30 a.m.) Next Day Air Saver (3 p.m.) 2nd Day Air (10:30 a.m.)
 2nd Day Air (EOD) 3-Day Select (EOD) UPS Ground (1-5 Days)

International Package Services (EOD=End of Day)

Worldwide Express (1-3 Days, 9 a.m.) Worldwide Express (1-3 Days, Noon) Worldwide Saver (1-3 Days, EOD)
 Worldwide Expedited (2-5 Days, EOD) UPS 3-Day, **Canada**

Special Handling Services

Saturday Delivery (Available for UPS Next Day Air Early AM, Next Day Air and UPS 2nd Day Air.)
 Insurance: \$ _____ Declared Value: \$ _____ (UPS liability is limited to \$50 unless you declare a higher value.)

Packaging

UPS Envelope UPS Box UPS Pak UPS Tube Other _____
Total Packages: _____ Total Wt.: _____ Length: _____ Width: _____ Girth: _____

Does this shipment contain hazardous materials? Yes No
(If so what kind?) _____

Payment - Bill To

CF Recipient (Acct. No.) _____ Third Party (Acct. No.) _____ Cash/Check

Release Signature (IMPORTANT)

Do you **require** a signature for delivery? Yes No

Shipper's Signature: _____ Printed Name: _____

Tracking No.: _____ Amount: \$ _____