

UPS SHIPPER INFORMATION

Packages must be received by 4 p.m. the day prior to UPS pickup (which is approximately 10 a.m. M-F) to allow for processing time

SHIPPED FROM:

Today's Date _____

DEPT NAME _____

Contact Name _____

ACCT# _____

Contact Phone _____

*** PACKAGE WILL NOT BE SHIPPED WITHOUT ACCT#**

SHIP TO:

PHONE (_____) _____

Does Package need to be Insured? _____

For How Much? _____

***There is a charge to insure**

Is this a Residential or Commercial Address? _____

NAME _____

COMPANY _____

ADDRESS 1 _____

ADDRESS 2 _____

CITY _____

STATE _____

ZIP _____

DATE PACKAGE NEEDS TO ARRIVE _____

Does package need a return call tag? _____