

## 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? \_\_\_\_\_