

UPS DOMESTIC FORM

(ALL PACKAGES MUST BE TO MAIL ROOM BY 1:00PM)

SENDER INFORMATION:

SENDER NAME: _____ DEPARTMENT: _____
PHONE NUMBER: _____ EMAIL: _____
BUDGET NUMBER: _____ NUMBER OF PACKAGES: _____

RECIPIENT INFORMATION (All fields required):

COMPANY NAME: _____ CONTACT NAME: _____
PHONE NUMBER: _____ TYPE OF ADDRESS: Residential Commercial
ADDRESS (NO PO BOXES): _____

SERVICE: UPS Next Day Air Early – guaranteed delivery by 9:30 a.m. the next business day
(Please Circle) UPS Next Day Air– guaranteed delivery by 12 p.m. the next business day
* **UPS Next Day AirSaver - guaranteed delivery by 4:30 p.m. the next business day***
UPS 2Day – guaranteed delivery by 4:30 p.m. the second business day
UPS 3Day – guaranteed delivery by 4:30 p.m. the third business day
UPS Ground Services - guaranteed delivery within 1-5 business days

SPECIAL NOTES:

OFFICE USE ONLY:

WEIGHT(S): _____ DIMENSION(S): _____
PACKAGE TYPE(S): _____ COST OF PACKAGE(S): _____
TRACKING NUMBER(S): _____
SHIPPED BY: _____ SHIP DATE: _____ EMAILED _____

Least expensive for overnight