

UPS INTERNATIONAL FORM

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

SENDER INFORMATION:

SENDER NAME: _____ DEPARTMENT: _____

PHONE NUMBER: _____ EMAIL: _____

BUDGET NUMBER: _____ NUMBER OF PACKAGE(S): _____

PACKAGE CONTENTS: (Please Circle) Documents / Merchandise

ARE PACKAGE CONTENTS FOR RESALE? (Please Circle) Yes / No

If Yes, Duties/Tax/Custom/Other fees to be paid by: (Please Circle) Shipper / Recipient: _____

COMPLETE DESCRIPTION OF CONTENTS: _____

VALUE OF CONTENTS: _____

RECIPIENT INFORMATION (All fields required):

COMPANY NAME: _____ CONTACT NAME: _____

PHONE NUMBER: _____ TYPE OF ADDRESS: (Please Circle) Residential / Commercial

ADDRESS: _____

SERVICE:

(Please Circle)

UPS International Priority - 1 - 3 business days worldwide.

UPS International Economy - 4 - 5 business days
worldwide.

(NOT ALL COUNTRIES OFFER THESE SERVICES)

SPECIAL NOTES:

OFFICE USE ONLY:

WEIGHT(S): _____ DIMENSION(S): _____

PACKAGE TYPE(S): _____ COST OF PACKAGE(S): _____

TRACKING NUMBER(S): _____

SHIPPED BY: _____ SHIP DATE: _____ EMAILED _____