

UPS Shipment Form

Department:

Shipper (3 Digit Departmental Account #):

Ship to:

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Type of Delivery:

(please check only one delivery service)

Residential

Company

Next Day Air:

8:30 AM (available to major cities only)

10:30 AM-12:00 PM

3:00 PM-4:30 PM

Residential	Company

2nd Day Air:

12:00 PM

5:00 PM

3 Day Delivery

Ground

Insurance Amount: Declared Amount

Extra Cost:

Less than \$100 (cost nothing extra)

\$100-\$300 (\$1.20 extra)

\$300+ (\$0.40/ea \$100 extra)

Packages that are not insured, if lost or damaged by UPS, will only receive a \$100 reimbursement claim!

(No need for insurance if package is not worth over \$100)