

DISTRIBUTION SERVICES SHIPPING FORM

Distribution Services: (760) 750-4535

INSTRUCTIONS

1. Complete this form in order to ship/mail items for University business.
2. Print the completed form and secure to the item(s) to be shipped.
3. Item(s) can be sent to Distribution Services via Campus Mail. For large or heavy items contact Distribution Services @ 4535 to arrange for pick-up.
4. If it is too late for either of these options, departments can bring the completed form and item(s) to Distribution Services located at the University Services Building.
5. Items will be shipped the same day, as long as they are received by 2:00 P.M.
6. If no choice of carrier is made, Distribution Services will select the least expensive option.
7. Distribution Services will generate email notifications to senders on all outgoing FedEx shipments.

DEPARTMENT INFORMATION

From Sender's Name:		Today's Date	
Department:		Phone #:	(760) 750-
Chargeback Code:	(e.g. 104701)	e-mail address:	

PAYMENT INFORMATION IF NOT USING A CHARGEBACK CODE


Recipient <input type="checkbox"/>	Account #	Third Party <input type="checkbox"/>	Account #
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PACKAGE INFORMATION

Post Office Box (P.O.) addresses will ship via Postal Service.

To Recipient's Name:		Phone:	()
Company:			
Address:			
	Number	Street	Dept/Floor/Suite/Room/Apt#
City:		State:	Zip (+4):

CHOICE OF CARRIER

No Preference	<input type="checkbox"/>		
UPS Choices: (times are typical)		FedEx Choices:	
Ground (1-5 business days)	<input type="checkbox"/>	Priority Overnight (Next business morning)	<input type="checkbox"/>
Next Day Air (by 10:30 A.M.)	<input type="checkbox"/>	Standard Overnight (Next business afternoon)	<input type="checkbox"/>
Next Day Air Early A.M. (by 8:00 A.M.)	<input type="checkbox"/>	2Day (Second business day)	<input type="checkbox"/>
Next Day Air Saver (by 3:00 P.M.)	<input type="checkbox"/>	Express Saver (Third business day)	<input type="checkbox"/>
2 nd Day Air (by end of day)	<input type="checkbox"/>	Release Signature	
2 nd Day Air A.M. (by 10:30 A.M.)	<input type="checkbox"/>	Sign to authorize delivery without obtaining signature:	
3-Day Select (by end of day)	<input type="checkbox"/>		

International Shipping Choices:

- International Priority
 International Economy

Required: Commodity Description :

Required: Value for Customs: \$

If Known: Country of Manufacture: