



### Instructions:

- Complete a Freight Pickup Request via our [website](#).
- Attach this completed form to your online pickup request.
- Print and attach the pickup request to your freight item.
  
- Pickups of more than 10 pieces or 100 lbs. may be scheduled as a bulk pickup for the next business day.
  
- Questions? Contact [osumail@osu.edu](mailto:osumail@osu.edu)

## 1 FROM *(shipper)*

OSU Department / Organization

Contact Name

E-mail Address ([@osu.edu](mailto:osumail@osu.edu) ; [@osumc.edu](mailto:osumail@osu.edu))

Department / Organization Address

Post / Zip

Phone

Do you want to track this shipment? Yes  No

## 2 DEPARTMENT CHARTFIELD / PAYMENT INFORMATION

ORGANIZATION	FUND	ACCOUNT
PROJECT		
PROGRAM	USERDEFINED	BUDGETYEAR

## 3 DESCRIPTION OF CONTENTS **REQUIRED**

Length      Width      Height      Weight

## 4 DECLARED VALUE

Insurance \$ \_\_\_\_\_ (value)

# MAIL SERVICES

## FREIGHT SHIPPING FORM OVERNIGHT/GROUND/INTERNATIONAL

### 614-292-2694

## 5 TO *(recipient)*

Company Name

Contact Name

Delivery Address  
*Shipments Cannot be Made to a PO Box*

Post / Zip

RG# *Optional*

Country

Phone

E-mail

## 6 TYPE OF SERVICE

Deliver No Later Than (mm/dd/yyyy)

Special Instructions:

## 7 SHIPPER'S AUTHORIZATION

Signature

Date (mm/dd/yyyy)

We ship  
via UPS

