



Instructions:

614-292-2694

- Complete form, print & attach to package
- Use a campus UPS drop box until 4:30 p.m.
- To schedule a pickup <http://u.osu.edu/receivingmail/returns/> prior to 3 pm
- Drop-off to 2650 Kenny Road before 5:00 p.m. use red pedestrian door, next to dock doors, south side of the building

STORES, RECEIVING AND MAIL EXPRESS SHIPPING FORM

OVERNIGHT/GROUND/INTERNATIONAL

1 FROM (shipper)

OSU Department / Organization

Contact Name

OSU Name.# (@osu.edu; @osumc.edu)

Department / Organization Address

Post / Zip

Phone

Do you want to track this shipment? Yes No

Charge to receiver? If yes, UPS account no. _____

2 DEPARTMENT CHARTFIELD / PAYMENT INFORMATION

ORGANIZATION	FUND	ACCOUNT
PROJECT		
PROGRAM	USER DEFINED	BUDGET YEAR

3 DESCRIPTION OF CONTENTS **REQUIRED**

- Contains a hazardous substance? If so, what? _____
- Contains dry ice? If so, how many KGs? _____

4 DECLARED VALUE

Insurance \$ _____ (value)

5 TO (recipient)

Company Name

Contact Name

Delivery Address
Shipments Cannot be Made to a PO Box

Post / Zip

Country

Phone

E-mail

6 TYPE OF SERVICE

Choose One

- UPS NEXT DAY AIR®
Most deliveries made by 10:30 a.m.
- UPS GROUND
Delivery in 1-5 business days (in-state deliveries usually arrive next day)
- UPS WORLDWIDE SAVERSM
Int'l Service: Delivery in 1-3 business days. Customs services may delay delivery.

Additional Options

- Signature Requested
- Residence
- Saturday Delivery
Please Call First—service not available to all locations 1-800-742-5877, alert recipient

7 SHIPPER'S AUTHORIZATION

Signature

Date (mm/dd/yyyy)

We ship via UPS

