

## Lone Star Overnight

Packages must be received in Mail Services by **3:00pm** to be processed the same day. For **large quantities**, the earlier the better. LSO serves all of Texas and parts of Oklahoma, New Mexico, Louisiana, and Mexico; check destinations at <https://www.iso.com/ship-now>. Call Receiving/Mail at 743-2092 to schedule a pickup. Questions? Call 743-2021.

Find shipping forms online at <https://www.ttuhsu.edu/general-services/receiving/forms.aspx>

Shipping Date: \_\_\_\_/\_\_\_\_/20\_\_\_\_

Number of packages: \_\_\_\_\_

### Recipient Information

Attention: \_\_\_\_\_

Company Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

**(No PO Box Addresses)**

Address 2: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone number: \_\_\_\_\_ **Required on all shipments**

### LSO Service Desired (Check One):

\_\_\_\_ Early Overnight/Next Business Day (8:30am) (Rates 2-3x higher than other overnight services)

\_\_\_\_ Priority Next Day (10:30am)

If shipping Overnight on Friday, do you need Saturday delivery?

\_\_\_\_ Economy Next Day (3:00pm)

\_\_\_\_ Yes, extra charges apply. *Not available to all destinations*

\_\_\_\_ 2<sup>nd</sup> Day

\_\_\_\_ Ground **(Cannot be in LSO Packaging)**

\_\_\_\_ Mexico – LSO delivers to major cities in Mexico

**Round-Trip Shipping?** Yes \_\_\_\_ No \_\_\_\_

**Residential Address?** Yes \_\_\_\_ No \_\_\_\_

**Signature Required?** Yes \_\_\_\_ No \_\_\_\_

**Declared Value:** \$ \_\_\_\_\_ (For values above \$100)

### Special Instructions/Additional Comments

### Billing Information

Bill to: \_\_\_\_ Sender's **FOP Number:** \_\_\_\_ -- \_\_\_\_ -- \_\_\_\_ 

**OR** \_\_\_\_ Receiver/3<sup>rd</sup> Party **6-digit LSO Number:** \_\_\_\_

### Shipper Information

Name: \_\_\_\_\_

Phone number: \_\_\_\_\_ Ext \_\_\_\_\_

Department: \_\_\_\_\_

STOP: \_\_\_\_\_

Email address for Delivery Notification: \_\_\_\_\_

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