

# Lone Star Overnight

Packages must be received in Mail Services by **3:45pm** to be processed the same day. Questions? Call 743-2021. LSO services all of Texas and parts of Oklahoma, New Mexico, and Louisiana. Check out the "**Where We Ship**" link at [www.lso.com](http://www.lso.com). Find forms online at <http://www.ttuhsoc.edu/gs/mail/default.aspx> under, Shipping Forms.

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**

## Service Desired *(Check One)*:

### LSO:

- \_\_\_\_ Priority Overnight **(10:30am)**
- \_\_\_\_ Standard Overnight **(3:00pm)**
- \_\_\_\_ Ground **(Cannot be in LSO Packaging)**

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

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

Saturday delivery? Yes \_\_\_\_ No \_\_\_\_

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

Declared Value: \$ \_\_\_\_\_

## Special Instructions/Additional Comments

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## Billing Information

Bill to: \_\_\_\_ Sender

TTUHSC / TTU FOP number: \_\_\_\_\_

\_\_\_\_ Receiver/3<sup>rd</sup> Party

or LSO Account Number: \_\_\_\_\_

## Shipper Information

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

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

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

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

Email Address for Delivery Notification : \_\_\_\_\_