

UPS

Packages must be received in Mail Services by **3:00pm** to be processed the same day. For large quantities, send spreadsheet in advance. 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

Contact Name (Attn.): _____

Company Name: _____
(Maximum 35 characters)

Street Address _____

(NO PO Box Addresses)

Address 2: _____

City: _____ State: _____ Zip Code: _____ Country: _____

Phone number: _____ Postal Code for International Shipments: _____
Required on all Shipments

Contents: _____
(Maximum 35 characters)

Domestic Service Desired (Check One):

- ____ UPS Next Day Air Saver If shipping Overnight on Friday, do you need Saturday delivery?
____ 2nd Day Air ____ Yes, extra charges apply. *Not available to all destinations.*
____ Ground/Home Delivery **Cannot be in UPS packaging** (1-7 days)

International Service Desired (Check One) – TTUHSC FOP ONLY – No 3rd Party Billing

- ____ *International Priority (1-3 days)
____ *International Economy (2-5 days)

One original and three copies of a Commercial Invoice are required for all non-documents packages.

Residential Address? Yes ____ No ____
Pre-paid Return Shipping Label? Yes ____ No ____ (Return phone number required, Not available for international)
Signature Required? Yes ____ No ____ (Phone number of recipient required)

Declared Value: \$ _____
(\$100 included – additional fee for greater coverage) **No Batteries or Hazardous Products accepted for UPS Shipment.**

Billing Information

Bill to: ____ Sender's FOP Number: ____ -- ____ -- ____

OR ____ Receiver/3rd Party 6-digit UPS Number: ____ - ____ - ____ - ____ - ____

Shipper Information

Name: _____ Phone number: _____ Ext _____

Department: _____ STOP: _____

Email address for Delivery Notification: _____

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