

NOTE:

FOR OFFICIAL SSU BUSINESS ONLY

THIS FORM MAY NOT BE USED FOR SHIPPING TO PO BOXES

Your package must be pre-addressed before being picked up by, or dropped off at mail services. If shipping at Campus Prints, it is not necessary to pre-address your package.

INSTRUCTIONS:

Please complete one form per UPS shipment. Multiple shipments will require one form each. Print, fill and bring to Shipping and Receiving along with items to ship, or e-mail a copy of the completed form to: postoffi@sonoma.edu and then bring your item(s) to Shipping and Receiving.

REQUIRED PACKAGE INFO

Name:	<input type="text"/>	Date:	<input type="text"/>		
Department:	<input type="text"/>	E-Mail:	<input type="text"/>		
Chartfield String:	<input type="text"/>	Phone:	<input type="text"/>		
Description of Contents:	<input type="text"/>				
# of Packages in Shipment:	<input type="text"/>	Needs insurance? Yes No	Declared Value*: <input type="text"/>		
Preferred Shipping Method:	Ground	3-day Select	2nd Day Air	Next Day Air	Next Day Saver
Hazardous Materials?	Yes No	Perishable Materials?	Yes No	Contains Batteries?	Yes No

**The "Declared Value" field may be left blank if insurance isn't required. All packages are automatically insured for up to \$100.*

RECIPIENT INFO

Company or Name:	<input type="text"/>				
Attention To:	<input type="text"/>				
Street Address:	<input type="text"/>	Apt, Suite, Floor:	<input type="text"/>		
City:	<input type="text"/>	State:	<input type="text"/>	Zip:	<input type="text"/>
Phone #:	<input type="text"/>	E-Mail:	<input type="text"/>		

ADD-ON SERVICES

- E-Mail Notifications (No Fee) Y/N
- Delivery Confirmation (+ Fee) Y/N
- Deliver w/o Signature (No Fee) Y/N
- Deliver on Saturday (+ Fee) Y/N

INTERNAL USE ONLY

Tracking #:	<input type="text"/>
Date Shipped:	<input type="text"/>
Cost (Published):	<input type="text"/>
Cost (Negotiated):	<input type="text"/>