|  |
| --- |
| **UPS SHIPPING INFORMATION FORM** |

**Billing Information**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Fund # | | | | | Dept. ID # | | | | | | Account # | | | | | | Program # | | | | | Project/Grant # | | | | | | Class # | | | | |
|  |  |  |  |  |  |  |  |  |  |  | 6 | 6 | 0 | 0 | 0 | 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

Bill Sender (State account #) - see above boxes

Bill Recipient (UPS account #)

Bill 3rd Party (UPS account #)

**Shipping Information**

|  |  |
| --- | --- |
| **TO:** |  |
| Company or Name: |  |
| Attention: |  |
| Address 1: |  |
| Address 2: |  |
| Address 3: |  |
| City/State/Zip: |  |
| Phone: |  |
| FROM: |  |
| Name: |  |
| Department: |  |
| Phone: |  |

\*UPS will only accept shipments to a valid street address. **P.O. box shipments must be shipped via USPS.**

|  |  |
| --- | --- |
| **Please email tracking # to:** | @calpoly.edu |

**Package Information**

***Type of Service:*** (Check Only One)

Groundtrac

3 Day Select

2nd Day Air AM

2nd Day Air

Next Day Air Early AM ($$$$)

Next Day Air

Next Day Air Saver

International Express

***Mark One:***  Residential  Commercial

***Contents:***        
(Detailed content description required when shipping internationally)

***Value:***

***Insurance:***  Yes  No

Package is automatically insured up to a value of $100. Insurance for anything over $100 must be requested.

***Special Handling:***

Saturday delivery ($10 additional fee)

(For Warehouse Use Only)

|  |  |
| --- | --- |
| Amount Charged: | Date Shipped: |

**Parcels received at Distribution Services after 2 PM may be shipped the following business day.**

*This form will be returned via campus mail to the ‘from’ department*

*Questions?: Call Distribution Services @ x62872*