

**WIDENER-HARRISBURG
UNITED PARCEL SERVICE
SHIPPING FORM (7/02)**

DATE: _____

YOUR NAME: _____ DEPARTMENT: _____

NAME OF PACKAGE RECIPIENT: _____

COMPANY NAME OF PACKAGE RECIPIENT: _____

ADDRESS OF PACKAGE RECIPIENT: _____

PHONE NUMBER OF PACKAGE RECIPIENT (if available): _____

IS THE PACKAGE RECIPIENT'S ADDRESS

☐ **COMMERCIAL** OR ☐ **RESIDENTIAL**?

TYPE OF U.S. SHIPMENT DESIRED:

☐ **NEXT DAY AIR** (Delivery by 10:30 A.M. next day)

☐ **NEXT DAY AIR EARLY A.M.** (Delivery by 8:00 A.M. next day - additional \$25 charge)

☐ **NEXT DAY AIR SAVER** (Delivery by 3:00 P.M. next day)

☐ **2ND DAY AIR A.M.** (Delivery by noon of 2nd day)

☐ **2ND DAY AIR** (Delivery by end of 2nd day)

☐ **3RD DAY SELECT** (Delivery by end of 3rd day)

☐ **GROUND**

TYPE OF INTERNATIONAL SHIPMENT DESIRED:

☐ **WORLDWIDE EXPRESS** (Delivery 2nd business day)

☐ **WORLDWIDE EXPEDITED** (Delivery in 2 to 5 days)

☐ **STANDARD**

DECLARED VALUE (ONLY NEEDED IF ITEM VALUE IS OVER \$100) - FOR
INSURANCE PURPOSES \$_____

(This form is for campus mailroom United Parcel Service only)

Packages must be in the mailroom by **2:00** P.M. to be shipped the same day.

Place this completed form with your package; please do not permanently attach it to the package.