

DEPARTMENT SHIPPING ORDER FORM

OSU Printing & Mailing Services

Index Number: Place Barcode Label

Here or Write Index Number

Please order barcoded labels if using the index # more than once

Is this an overnight shipment? Yes

If overnight, what time does it need to arrive?

8:30 am 10:30 am 3:00 pm

Is this an international package: Yes No

Billing to recipient? Yes No

Billing to third party? Yes No

Account # _____

Third Party Billing Address: _____

PREFERRED CARRIER:

Fedex UPS DHL

SHIPPING OPTIONS - Please select one:

Early AM Delivery (8:30 am expensive)

Next Day Air

2nd Day Air

Three Day Select

Ground-including Alaska and Hawaii

Int'l Express

Int'l Expedited

Int'l Ground (Canada/ Puerto Rico only)*

*UPS only

Additional Services:

Delivery Confirmation

Signature Confirmation

Saturday Delivery

Date: _____

Department: _____ Name: _____

Email Address: _____ Phone: _____

The following information is required for all packages

**Contents: _____

Does this package need insurance?

Yes No Amount: _____

Value: \$ _____

This is a Hazardous Material

This is NOT a Hazardous Material

Dry Ice _____ Kg.

Diagnostic Specimen

What type: _____

Does this package contain lithium batteries? Yes No

Note: Battery Requirements: See back of form

Hazardous materials packages (flammable, corrosive, toxic reactive or radioactive) must go through Environmental Health and Safety, 7-4552

**SEND TO: RECIPIENT NAME, STREET ADDRESS AND PHONE NUMBER
REQUIRED FOR UPS, FEDEX, DHL (No P.O. Boxes)**

_____ Phone No. () _____

Zip Code

FOR ALL TYPES OF BATTERIES:

1. MSDS from manufacturer for the type of batteries
2. Voltage
3. Milli - ampre - hours (mAh) - Lithium
4. Number of Batteries
5. Total grams
6. Batteries contained in equipment?
Batteries only?
Batteries packed with equipment but not contained?