PARCEL MAILING ORDER FORM
OSU Printing & Mailing Services

Date: _______________________

Department: _______________________

E-Mail Address: _______________________

Name: _______________________

Phone: _______________________

Billing to recipient or third party? □ Yes □ No
Account number: _______________________

PREFERRED CARRIER:
□ FedEx □ UPS □ DHL

SHIPPING OPTIONS – Please select one:
□ Next Day Air □ 2nd Day Air □ Three Day Select □ Ground
□ Int’l Express □ Int’l Expedited □ Int’l Ground (Canada/Mexico only) □ First Overnight
□ 2nd day Air AM (UPS Business only)

ADDITIONAL SERVICES:
□ Delivery Confirmation □ Signature Confirmation □ Saturday Delivery

The following information is required for all packages:

**Contents: _______________________

Value: $ _______________________

□ This is a Hazardous Material □ This is NOT a Hazardous Material

Hazardous materials packages (flammable, corrosive, toxic, reactive or radioactive) must go through Environmental Health & Safety, 7-4352.

SEND TO:

NOTE: Street Address AND Phone Number required for UPS, FedEx, and DHL (No P.O. Boxes)

_________________________ Phone: (______) __________________

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DISTRIBUTION: White and Yellow - Mailing Services; Pink - Customer Copy

Revised 06/07

Zip Code