

DEPARTMENT SHIPPING ORDER FORM

OSU Printing & Mailing Services

PLEASE PRINT CLEARLY AND FILL OUT ALL REQUIRED FIELDS

Index Number:

Place Barcode Label Here or Write Index Number
Please order barcode labels if using the index # more than once

Is this an overnight shipment? Yes

If overnight, what time does it need to arrive?

8:00 am (FedEx only) 10:00 am 12:00 pm End of day

Is this a residential address: Yes No

Is this an international package: Yes No

Billing to recipient? Yes No

Billing to third party Yes No

Account # _____

Third Party Billing Address(Required):

PREFERRED CARRIER: no preference/
least expensive

Fedex UPS DHL USPS

SHIPPING OPTIONS - Please select one:

Early AM Delivery (8:00 am) *
* this option is FedEx only and very 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: _____

RECIPIENT INFORMATION

Name: _____ Phone: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

PACKAGE INFORMATION

Does this package need extra insurance?(\$100 included)

Contents: _____ Yes No Amount: _____

Value: \$ _____

DECLARATION (required) please initial below:

_____ This package does **NOT** contain Hazardous, Regulated Materials or Batteries of any kind.

initial here

All hazardous and regulated items shipped on behalf of the university are required to be shipped through Environmental Health & Safety. By initialing above you are declaring that your package does not contain any items which are classified as hazardous or dangerous goods by IATA or DOT, these items include but are not limited to flammable, corrosive, toxic, reactive, radioactive or ANY package containing lithium batteries. For a complete list or consultation please contact EH&S. Failure to initial above will cause delay in shipping, requiring EH&S inspection of package prior to shipping. Printing & Mailing Services reserves the right to inspect contents of any package being shipped on behalf of the university.