

VENDORS: Select one, or let us select least expensive method for your service below:

FED EX UPS USPS

DOMESTIC

EXPRESS/AIR: 1-3 Days

Next Day Early (very expensive) USPS Express (expensive)
 Next Day AM 10:30 AM Next Day PM 3:00 PM
 Two Day AM Two Day PM
 Three Day USPS Priority

Ground: 2-10 Days

1st Class Media
 UPS Ground FEDEX Ground

INTERNATIONAL

Detailed description and value of items is required

USPS (1st class Int'l Priority/Priority Mail Express)
 UPS (Express Saver/Expedited)
 FedEx (Priority/Economy)
 Int'l Ground (3-10 days, with tracking) (Canada/Mexico only) (UPS ONLY)

SPECIAL SERVICE: (Please mark)

Certified (USPS)
 Signature Return Receipt (USPS)
 Signature Required
 Saturday Delivery

PERSONALSHIPMENTS (NON OSU depts.)



Oregon State University

Printing & Mailing Services

Date: _____

Customer Name: _____ Phone: _____

Email: _____ Cell Phone: _____

The following information is required for all packages

Contents: _____

Do you want insurance on the package? YES Amount: _____ NO INITIALS: _____

Is this an international shipment?

NO YES A duty/tax form must be completed, due to custom charges. INITIALS: _____

Does this package contain lithium batteries? NO YES Please see battery requirements below.

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

_____ Phone No. () _____

To be completed by employee:

Amount of Sale: _____ Box Charge: _____

International duty/tax form completed: _____

DISTRIBUTION: White and Yellow - Mailing Services Pink - Customer Copy Revised 07/19 OSU-PM 1502

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?

USPS - Lost/Damage Claims must be processed through P&M Services

- For lost parcels you must wait 21 days for domestic and 45 days for international locations, except for Italy which requires 60 days.
- Damage claims can be filed immediately.
- Claims must be filled no later than 90 days from the shipment