

UPS PACKAGE RECORD

Please type or print. Multiple packages to a single address may be indicated on this form, but different consignees require additional package forms. Fill out sections A-F. All parcels are insured for up to \$100.00. If you wish to insure your package for more, indicate the total value in section G. If the package is a C.O.D., indicate the total value of the package in section H. The Mail Center will complete the rest of the form.

A.) Today's Date: _____

B.) Please choose one:

UPS Next Day Air		UPS 2nd Day Air		UPS 3 Day Select	UPS Ground
<i>Early</i>	<i>by 8:30am</i>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
<i>Standard</i>	<i>by 10:30am</i>	<input type="checkbox"/>	<i>Standard</i>	<input type="checkbox"/>	
<i>Air-Saver</i>	<i>anytime</i>	<input type="checkbox"/>	<i>Air-Saver</i>	<input type="checkbox"/>	

Please check one

Business Address ☐ Residential Address ☐

C.) To: _____

D.) From: _____

PHONE: _____ (Recipient's phone number must be listed before package can be shipped)

E.) Total Number of Boxes: _____

F.) General Description of Contents: _____

	Box #1	Box #2	Box #3	Box #4	Box #5
G.) Declared Value	_____	_____	_____	_____	_____
H.) C.O.D. Amount	_____	_____	_____	_____	_____