## **UPS SHIPPING FORM**

• (This form MUST be COMPLETELY filled out in order to ship out)

| Sender Information: Name:  |
|--|
| Phone Number:  |
| E-mail Address:  |
| Mailing Address (including building & room #):   |
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|  |
|  |
| Recipient(s) Information: Name:  |
| Phone Number:  |
| E-mail Address:  |
| Address (MUST have numerical address, state, city, and zip code):  |
|  |
|  |
| Type of package (your own or UPS package):   |
| Weight of package:   |
| Value of package:  |
| Does your package contain dry ice?:  |
| What Account # will this be charged to?  |
| How do you need the recipient to receive the package? (i.e. ground, overnight, etc.)                           |
| Will you need a return label? (This is if someone will be shipping something to you here at Drexel University) |
| If so, would you like the label e-mailed, faxed or included in a package?                                      |