



Instructions:

614-292-2694

- Complete form, print & attach to package
- Use a campus UPS drop box until 4:30 p.m.
- Schedule a pickup using the form on our website - go.osu.edu/receiving
- Drop-off to 2650 Kenny Road before 5:00 p.m. use red pedestrian door, next to dock doors, south side of the building

STORES, RECEIVING AND MAIL EXPRESS SHIPPING FORM OVERNIGHT/GROUND/INTERNATIONAL

1 FROM (shipper)

OSU Department / Organization

Contact Name

OSU Name.# (@osu.edu; @osumc.edu)

Department / Organization Address

Post / Zip

Phone

Do you want to track this shipment? Yes [] No []

[] Charge to receiver? If yes, UPSaccount no. _____

2 DEPARTMENT CHARTFIELD / PAYMENT INFORMATION

COST CENTER

FUND

PROGRAM

BALANCING UNIT

GRANT

ADDITIONAL WORKTAGS

3 DESCRIPTION OF CONTENTS REQUIRED

[] Contains a hazardous substance? If so, what? _____

[] Contains dry ice? If so, how many KGs? _____

4 DECLARED VALUE

[] Insurance \$ _____ (value)

5 TO (recipient)

Company Name

Contact Name

Delivery Address Shipments Cannot be Made to a PO Box

Post / Zip

Country

Phone

E-mail

6 TYPE OF SERVICE

Choose One

- UPS NEXT DAY AIR® Most deliveries made by 10:30a.m.
- UPS GROUND Delivery in 1-5 business days (in-state deliveries usually arrive next day)
- UPS WORLDWIDE SAVERSM Int'l Service: Delivery in 1-3 business days. Customs services may delay delivery.

Additional Options

- Signature Requested
- Residence
- Saturday Delivery Please Call First—service not available to all locations 1-800-742-5877, alert recipient

7 SHIPPER'S AUTHORIZATION

Signature

Date (mm/dd/yyyy)

We ship via UPS

