UPS SHIPPING FORM

INSTRUCTIONS

The following information is required by Receiving and Stores for your Department's outgoing UPS packages.

Please complete this form and enclose it in an inter-office envelope, which is then taped securely to the outside of the box being shipped.

Please address the inter-office envelope to: Receiving and Stores, 129 Hofstra University, Physical Plant Building.

Please be sure to attach a Hofstra shipping label and return label to each package or carton, with all pertinent information.

DEPARTMENT NAME: _______________________________________

DEPARTMENT BUDGET NO.: _____________________________
(15 digits)

SHIP TO ADDRESS: _______________________________________

_____________________________________________________

_____________________________________________________

_____________________________________________________

_____________________________________________________

_____________________________________________________

INSURANCE VALUE: $ ________________________________

CONTENTS: _________________________________________

NUMBER OF CARTONS IN SHIPMENT: __________________

SPECIAL INSTRUCTIONS: _______________________________

_____________________________________________________

PRINT NAME and EXTENSION: ___________________________

AUTHORIZED SIGNATURE: ______________________________

PLEASE MAKE COPIES OF THIS FORM FOR FUTURE USE.