

## UPS Shipment Request

Your name: \_\_\_\_\_

Account #: \_\_\_\_\_

Supervisor's approval: \_\_\_\_\_

Shipment type:                      **Package**                      **Letter**                      **Freight**

Weight package/freight: \_\_\_\_\_

Description/  
Value of contents \_\_\_\_\_

Company name  
and contact : \_\_\_\_\_

Address Line 1: \_\_\_\_\_

City: \_\_\_\_\_

State & Zip Code: \_\_\_\_\_

Telephone #: \_\_\_\_\_

Email: \_\_\_\_\_

**\*\*\*\*\*All packages will be shipped UPS Ground unless a different service is specified\*\*\*\*\***

**Comments or Additional Information**