

OSU Shipping & Mailing Shipping Form

ALL FIELDS ARE REQUIRED

Index: _____
Place Barcode Label Here or Write Index/Activity Code
Please order barcoded labels if using the index # more than once

Is this an overnight shipment? Yes
Early AM 8:00 am Expensive
Priority 12:00 pm
Standard E.O.D.
Is this a residential address: Yes No
Is this an international package: Yes No
Billing to recipient? Yes No
Billing to third party? Yes No
Account # _____

Date: _____
Department: _____ Name: _____
Email Address: _____ Phone: _____

Third Party Billing Address/Phone # (Required):

RECIPIENT INFORMATION

Name /Co. _____ Phone: _____
Street Address: _____
City: _____ State: _____ Zip Code: _____

PREFERRED CARRIER: no preference/
least expensive
 FedEx UPS USPS

Add'l Info: _____

SHIPPING OPTIONS - Please select one:
 Early AM Delivery (8:00 am) Expensive
 Next Day Air - Noon **or** E.O.D.
 2nd Day Air
 Three Day Select
 Ground-including Alaska and Hawaii
 Int'l Express (1 - 3 days)
 Int'l Economy (3 - 5 days)
 Int'l Ground (Canada/ Puerto Rico only)

PACKAGE INFORMATION

Does this package need extra Value Protection? (\$100 Included)

Contents: _____ Yes No Amount: _____

Be Specific - REQUIRED

DECLARATION (required) please initial below:

initial here This package does **NOT** contain Hazardous, Regulated Materials or Batteries of any kind. *

Additional Services:
 Delivery Confirmation - Included
 Signature Confirmation
 Saturday Delivery

* All hazardous and regulated items shipped on behalf of the university are required to be shipped through Environmental Health & Safety. By initialing above, you are declaring that your package does not contain any items which are classified as hazardous or dangerous goods by IATA or DOT. These items include, but are not limited to, flammable, corrosive, toxic, reactive, radioactive **or ANY** package containing lithium batteries. For a complete list or consultation, please contact EH&S. Failure to initial above will cause delay in shipping, requiring EH&S inspection of package prior to shipping. Shipping & Mailing Services reserves the right to inspect contents of any package being shipped on behalf of the university.