

FEDEX EXPRESS ORDER FORM



MAIL SERVICES
 100 Elm Street - Campus Center
 T (413) 585-4156 F (413) 585-2075
 www.smith.edu/mailservices
 mailservices@smith.edu

Name: _____ **Campus Address:** _____
Department: _____ **Extension:** _____ **Date:** _____
Org# or Fund or Grant Code: _____ **Printed Name:** _____
Contents: _____ **Signature:** _____

Order will not be processed without Banner charge account information.

You Must Separate Domestic and International Mail.

NOTE: All mail received after 3:00pm* may be subject to next day processing.
 (*All orders over 15 pieces must be received by noon for same day processing.)

To receive a copy with postage charge totals, submit TWO copies to Mail Services with the items to be mailed.

DOMESTIC SERVICE		#PIECES	COST
First Overnight (8:00 A.M.)**	(Telephone # Required.)		
Priority Overnight (10:30 A.M.)			
Standard Overnight (3 P.M.)			
2nd Day A.M.			
2nd Day			
Express Saver (2 to 3 days)			
INTERNATIONAL SERVICE**		#PIECES	COST
(Telephone # Required.)			
International Priority (1 to 3 business days. Varies by country)			
International Economy (2 to 5 business days. Varies by country)			

**Recipient Telephone Required: _____ (Must Be Completed)

ADDITIONAL SERVICES		
<input type="checkbox"/> Declared Value Value Amount: \$_____	<input type="checkbox"/> Delivery Confirmation <input type="checkbox"/> Signature Required	<input type="checkbox"/> Saturday Delivery

- FedEx will not ship to a Post Office Box. Please provide a full street address.
- Mail Services reserves the right to inspect any package that does not have a Smith College Departmental return address.
- All parcels must have the contents disclosed, as well as the printed name of the sender.
- All services are based on availability. If selected service is not available, the next available service will be used.

MAIL SERVICES USE ONLY

Mail Truck Pick Up Time _____ Date Processed: _____ Processed By: _____ Total Order: \$_____