

# UPS SHIPPING ORDER FORM



www.ups.com

**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.)

DOMESTIC SERVICE	#PIECES	COST
Next Day Air Early A.M. (8:00 A.M.)** (Telephone # Required.)		
Next Day Air (10:30 A.M.)		
Next Day Air Saver (3 P.M.)		
2nd Day Air		
3 Day Select		
Ground (1 to 5 days)		
INTERNATIONAL SERVICE** (Telephone # Required.)	#PIECES	COST
Worldwide Express Plus (varies by country) (9 A.M.)		
Worldwide Express (varies by country) (12 P.M.)		
Worldwide Saver (varies by country) (End of Day)		
Worldwide Expedited (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

- UPS 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: \$\_\_\_\_\_