

IC Mail Service - PERSONAL Shipping Form

This form is not for College business shipping. Please use the *IC Mail Service DEPARTMENTAL Shipping Document*

Personal shipping is only available to addresses within the United States. International shipping must be sent through the US Postal Service.

Shipping to multiple addresses requires a separate complete form for each address.

Complete all starred * fields.

DELIVER TO

*Recipient Name

and/or
- Company Name
- Attention To
- etc

*City

*State

*ZIP Code

*Address 1

(Street Address)

Address 2

(Apt, Suite, Dept, etc)

Recipient Phone

(optional, if known)

Email (optional)

For shipping confirmation and tracking

Additional info, special instructions
(Such as RMA#, etc)

Sender's Information

*Name

*Phone

*Local Address

(even if you are moving out of Ithaca)

*Email

For shipping confirmation and tracking

Package / Shipping Info

*How many packages are you shipping to this address?

IC Mail Service automatically ships via UPS Ground Service

Most affordable option - Delivery in 1-5 days by end of day, depending on distance

Is this TIME CRITICAL? If so, when does it need to arrive?

DATE

Morning

Afternoon

End of Day

Check one

SATURDAY delivery adds additional chages

Do you need liability coverage against loss or damage?

What is the value of the contents to be covered?

\$

Extra charges apply

Coverage is per package. If additional packages needs coverage, provide values for each.

Up to \$100 per package is automatically covered.

All coverage subject to restrictions (see UPS.com)

STANDARD SHIPPING SERVICE

GROUND (1-5 days, by EOD)

ALTERNATE SERVICES

SATURDAY

Next Day Air (by 10:30am)

Next Day Air Saver (by 3:00pm)

2nd Day Air AM (by 10:30am)

2nd Day Air (by EOD)

3 Day Select (3 Days by EOD)

Shaded area to be completed by Mail Service staff only

Package Details

L

W

H

Wt

Round up to next whole inch / pound

Any additional packages, write on back of form

SHIPPING CHARGES

Base UPS cost

\$

TOTAL shipping charges

\$

Includes IC Mail Service handling fees
Round up Base UPS cost + \$2 per package

Payment method

Credit card

Cash

Check

Preparer's Initials