

SHIPPING SERVICE REQUEST

Service:

- | | | | |
|--|---|---|---|
| <input type="checkbox"/> UPS

<input type="checkbox"/> FedEx | { | <input type="checkbox"/> Next Business Day - AM Delivery | <input type="checkbox"/> Insurance \$_____ |
| | | <input type="checkbox"/> Next Business Day - PM Delivery | <input type="checkbox"/> Saturday Delivery (extra charge) |
| | | <input type="checkbox"/> Second Business Day | <input type="checkbox"/> Signature Waiver |
| | | <input type="checkbox"/> Third Business Day/Express Saver | |
| DHL | } | <input type="checkbox"/> Ground/Express Saver | |
| | | <input type="checkbox"/> International | |

All outgoing packages must be received by the Distribution Center by **2:30 PM**.
The Distribution Center will not accept items received after this time.

From:

Name: _____
 Department: _____
 Dept. Account #: _____
 E-mail Address: _____
 Phone #: _____
 Your Signature: _____

To:

Name: _____
 Company: _____
 Address 1: _____
 Address 2: _____
 City: _____ State: _____ Zip: _____
 Country: _____
 Phone: _____

Very Important. Required for International

INTERNATIONAL PACKAGES - Customs Information

Qty	Item Description	Item Value
_____	_____	_____

The Distribution Center reserves the right to examine all outgoing shipments for which LMU will be billed for the freight charges. Each shipment must be accompanied with a Shipping Service Request Form. Shipments without a properly completed form may be subject to delay or will be returned to the department or student.

DISTRIBUTION CENTER USE ONLY

Shipment Date: _____ Cash Amount: _____ Carrier: _____
 Tracking Number: _____ Processor: _____