

PLEASE FILL OUT THIS FORM FOR UPS SHIPMENTS AND TAPE TO PACKAGE.

UPS World Ship Form

**FROM: Salisbury University, Central Receiving,
119 Bateman St, Salisbury MD 21804
Phone 410-543-6256 or 410-677-5002**

Step 1: "SHIP TO" ADDRESS (as it should appear on the shipping label):

Company Name	
Attention:	
Street Address <i>Can not</i>	
Room/Floor/Suite #	
Postal Zip Code	
City, State	

Step 2: Please check one: is this a Business Address Residential Address

Step 3: Brief Description of Contents: _____

Step 4: UPS Service (Please check one): Ground 3RD Day Select 2ND Day Air
 2ND Day Air AM Next Day Air Next Day Air Early AM Next Day Air Saver

NOTE: Departments are subject to charges based on Account Code & Type of UPS Service requested. Support Services will notify department 1st if charges apply.

Step 5: Contact Person: _____ **EXT:** _____

Department Name/Account: _____

Step 6: if applicable:

If package is valued over \$100 or needs to be insured, please specify value: \$_____

Step 7: Once you have completed this form and your package is ready to be shipped:

Bring your package to Support Services, 119 Bateman St. by 1 p.m. **OR** call Central Receiving at ext. 36256, prior to 11 a.m. to have your package picked-up from your office for same day shipping.