

Texas Tech University - MailTech

Domestic On-Line Shipping Form

Instructions:

1. Fill in the appropriate sender and receiver information. Commercial Carriers will not deliver to Post Office Box addresses, so when shipping use a physical (street) address for the receiver's address. We must obtain a valid **FOP** number for all shipments, please provide so as not to delay your shipment.
2. Place this form in the envelope sleeve or attach to the outside of your shipment.
3. MailTech personnel will use this information to process an air way bill for your shipment, so please make sure the address appears legibly and accurately.
4. Bill receiver and bill 3rd party shipments require a valid Commercial Carrier account number.

Carrier Desired (Circle One): FedEx UPS	
Date: _____ Bill to: Sender: _____ Receiver: _____ 3 rd Party: _____	
Sender Information Name: _____ Department: _____ Mail Stop: _____ Phone Number: _____ Fax Number: _____ FOP Number: _____	Receiver Information Name: _____ Company: _____ Address 1: _____ (Physical Address Required) Address 2: _____ City: _____ State/Zip Code: _____ Phone: _____ Residential: ___ Business: ___ (mandatory)
To bill the Receiver or a 3 rd Party Acct: # _____	
Service Desired (Check One):	
FedEx: Priority Overnight _____ Standard Overnight _____ 2 nd Day _____ Express Saver(3 day) _____ Saturday Delivery _____ (\$10 Surcharge: Not available to all locations)	
UPS: Next Day Air _____ Next Day Saver _____ 2 nd Day AM _____ 2 nd Day _____ 3 rd Day Select _____ Ground _____	
Does this shipment contain hazardous materials? Yes _____ No _____ If yes, please attach MSDS and any special handling instructions. A number to contact 24 hours a day is required.	
24 Contact Name/Phone Number: _____ Declared Value Amount: \$ _____	
Please choose one: Fax tracking number to me _____	
Send tracking number via campus mail _____	
Email tracking number to me _____	
Email address: _____	