

Date:

	Ground	2 nd Day Air	Next Day Air
FedEx			
UPS			

Name:

Ship to:

Account #:

Building:

Room #:

Phone:

Email:

Signature:

Insurance:

General Stores Use Only

Shipping Cost:

Weight:

Insurance:

Tracking:

Service Charge:

Total:

Prepared for Shipment by:

Date:

Signature: