

MSU Mail Services

Shipping Request Form for Packages

Instructions: Use this form to send **United Parcel Service or United States Postal Service (USPS)** for package services. Charges will be billed by Mail Services to the **MAIN BILLING** or **SUB-ACCOUNT** number specified below. Cutoff time is 4:00 p.m. Use **street address only, if sending UPS (United Parcel Service)**.

Approved for Shipping _____

Department Name _____

Main Billing or Sub-Account Number _____ Date _____

Campus Mail Stop Number _____ Telephone _____

DELIVERY INFORMATION:

Name _____ Telephone _____

Company Name _____

Street Address _____

City _____ State _____ Zip _____

DELIVERY REQUIREMENTS:

- Next Day A.M. (Before 10:30 A.M.) – UPS
- Next Day (Before 3:00 P.M.) – UPS
- Saturday Delivery (Additional \$10.00 Charge) – UPS
- 2nd Day – UPS
- Routine Delivery – UPS
- Bill Recipient Number
- USPS Express Mail
- USPS Priority Mail

Forward white and yellow copies to Mail Services, retain pink for your records

Invoice # _____