

SHIPPING SERVICE REQUEST

Service:

- UPS
 - Next Business Day - AM Delivery
 - Next Business Day - PM Delivery
 - Second Business Day
 - Third Business Day/Express Saver
 - Ground/Express Saver
- FedEx
 - International
- DHL
 - Insurance \$_____
 - Saturday Delivery (extra charge)
 - Signature Waiver

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: _____