

# Ithaca College Shipping Form - Domestic: Within the USA

DESTINATION: Please fill in all fields in the sections below. \*=Required Fields

\* Name:

Company

\* Address 1:

Address 2:

\* City

\* State

\* Zip Code:

\* Phone:

\* Date:

## INSTRUCTIONS FOR SHIPPING:

1. Fill in all required fields of the form.
2. Print the form
3. Attach form to the package with tape.
4. Send package with daily mail pick up

## SHIPPING CONFIRMATION:

A notification of your tracking number and shipment is available. Please select the radio button below and provide your e-mail address. You may add an additional e-mail address to be notified as well.

- Send Confirmation
- Do Not Send Confirmation

E-mail Address:

E-mail Address:

## BILLING INFORMATION:

Yes  No (# if no, fill in Dept. charge Acct.)

Bill Recipient or 3rd Party:

\* Sender Name:

\* Sender Phone:

\* Department:

# Dept. Charge (21 digits):

Acct. Format (00.00.00.000.0000.000.00000)

## PACKAGE INFORMATION:

Length:

Width:

Height:

## SERVICE INFORMATION: \*=Required Fields

- \* Signature Waiver (free)
- \* Indirect Signature
- \* Direct Signature

Saturday Delivery:

\* Type of Services, Check One:

- Next day by 10:30 AM
- Next day by 3:00 PM
- 2nd day
- Ground

\* Package Value:

## MAILING SERVICES ONLY:

Surcharge Value:

Actual Weight:

Adjusted Weight: