

SHIPPING REQUEST

All packages must be shipped UPS. ALL BLANKS MUST BE COMPLETED by requestor and appropriate authorization must be received before any item may be shipped.

Date: ___/___/___ Charge to: ____/____.____/____.____/____/____

Requested by: _____ Authorized by: _____

Ship to: _____

List items being shipped: _____

Purchase Order No. on which items were ordered: _____

Reason for return: *check one* () damaged () received wrong item () ordered wrong item
() other Explain: _____

Weight of Package _____ Measurements of Package ____x____x____

*****For Business Services Only*****

Date Shipped _____ By UPS No. _____ Total Cost _____