

CANUTILLO ISD WAREHOUSE DEPARTMENT

RETURN MATERIALS SHIPPING AUTHORIZATION

| DATE | SHIP TO ADDRESS | SHIP VIA | NO. CARTONS | ITEM DESCRIPTION | FROM |
|---|---|----------------|-------------|------------------------------|---|
| | | UPS GROUND | | | DEPARTMENT |
| | | UPS 2nd DAY | | | |
| | | UPS NEXT DAY | | ITEM VALUE | EMPLOYEE |
| | | | | \$ | |
| | | USPS | | DO YOU WANT THIS INSURED? | YES___ NO___ |
| | | PRIORITY MAIL | | CHARGE SHIPPING TO ACCOUNT # | |
| | RETURN AUTHORIZATION NO. <input style="width: 100%;" type="text"/> | EXPRESS MAIL | | | REASON FOR RETURN |
| | | CALL TAG UPS | | | <input style="width: 100%;" type="text"/> |
| | | CALL TAG FEDEX | | | <input style="width: 100%;" type="text"/> |
| BELOW FOR WAREHOUSE USE ONLY | | | | | |
| WAREHOUSE ASSIGNED TRACKING NUMBER <input style="width: 250px; height: 20px;" type="text"/> | | | | | |
| Amount Charged <input style="width: 60px; height: 20px;" type="text"/> | | | | | |

This form must be filled out completely before the Warehouse Department will accept it.

All UPS next day, UPS 2nd day, and express mail shipments must be received by the warehouse no later than 10:00 AM to guarantee delivery by specified time.