



# UPS SHIPPING FORM

|  |   |
|--|---|
| <p>From: Postal Services<br/>University of Central Florida<br/>3540 E. Perseus Loop<br/>Orlando, Florida 32816-3630</p> <p>Dept.: _____</p> <p>Phone #: _____ Contact: _____</p> <p>Please enter your email address to receive the tracking number for your shipment:<br/>Email: _____</p> | <p>Ship to: _____<br/>_____<br/>_____<br/>_____</p> <p>Attn: _____</p> <p style="text-align: center;">Commercial Delivery      Residential Delivery</p> |
|--|---|

| BILL  | VIA   | INSURANCE  |
|---|---|--|
| <input type="checkbox"/> UCF DEPARTMENT<br>Company: _____<br>Division: _____<br>Cost Center: _____<br>Fund: _____ | <input type="checkbox"/> Next Day Air<br><input type="checkbox"/> 2 Day Air<br><input type="checkbox"/> 3 Day Select<br><input type="checkbox"/> UPS Ground | Program: _____<br>Financial Site: _____<br>Worktag: _____<br>Worktag: _____<br><input type="checkbox"/> 3rd PART BILLING _____ |
|   |   | YES      NO<br>AMOUNT _____  |

| QTY | DESCRIPTION (Box, Envelope, etc.) | WEIGHT | UNIT | AMOUNT |
|-----|-----------------------------------|--------|------|--------|
|     |                                   |        |      |        |

**Hazardous Materials**    Yes  No

**Package Contains:** \_\_\_\_\_

**SHIPPERS CERTIFICATION FOR HAZARDOUS MATERIAL**

THIS IS TO CERTIFY THAT THE ABOVE NAMED MATERIALS ARE PROPERLY CLASSIFIED, DESCRIBED, PACKAGED, MARKED/LABELED, AND ARE IN PROPER CONDITION FOR TRANSPORTING ACCORDING TO APPLICABLE REGULATIONS OF THE FEDERAL DEPARTMENT OF TRANSPORTATION.

**AUTHORIZED APPROVAL:** \_\_\_\_\_      **DATE:** \_\_\_\_\_