Package shipping instructions

Name ________________________________  Current Date ___________
Department __________________________  Account ________________

1. Arrival information:
   ______________ No specific arrival date.
   ______________ Write the date the package needs to arrive.

2. Tracking information:
   ________ Not needed
   ________ Must have tracking. (Street address required – No PO box address accepted.)
   ________________ Sender’s Email (will receiver tracking info).

3. Insurance information:
   ________ No insurance
   $__________ Amount of insurance needed

Note: Package will be sent by the least expensive method to meet requirements marked above.  Rev. Oct. 2009