

# 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

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