



Mail Services

University Package Shipping Request Form

Today's Date: ___/___/___

1. Shipper Information Required

YOUR NAME: _____ ACCOUNT NUMBER: _____ **Put Departmental Account Number Here!**
 EMAIL: _____ PHONE NUMBER: _____

2. Recipient Information Required

ADDRESS: _____
 NAME: _____
 EMAIL: _____ APT/UNIT #: _____
 *PHONE NUMBER: _____ CITY, STATE, ZIPCODE: _____

3. Select Service Type

FedEX

- Priority Overnight - Next Day
- FedEX 2 Day
- Express Saver - 3 Day
- Ground

USPS

- Express Mail - Next Day (only option for PO Boxes)
- Priority - 2 Day
- 1st Class Package Service
- Library/Media Mail

4. Select Address Type

- Business
- Residential - Signature Required
- Residential - No Signature Required

Extra Services

- Certified
- Certified w/ return receipt

ANY CONFIDENTIAL DOCUMENTS WILL NEED TO BE IN AN ENVELOPE AND SEALED BEFORE GIVING TO MAIL ROOM

5. Package Value & Insurance

*Price will vary depending on size, weight, destination, value and speed of service. Please pack items to prevent damage for insurance coverage.

INSURANCE REQUESTED

*if you need assistance please bring your item to mail service office.

Declared Value for Insurance \$ _____

6. International Packages **Required Information below ***

- * Detailed list of Itemized description of contents: _____
- * Where the items were made: _____
- * Quantity: _____

***IF YOU HAVE A NEXT DAY EXPRESS URGENT ITEM.
PLEASE BRING IT TO MAIL SERVICES TO ASSURE NEXT DAY SERVICE DEADLINE.***

***FG MAIL SERVICES BY 1:30 PM.
HILLSBORO MAIL SERVICES BY 10:00 AM.***

Please Call for Additional Information: Forest Grove X 2192 or Hillsboro X 7379

Packages must be **completely** addressed and ready to ship.

Shipment confirmation and tracking number will be emailed to you.