

Shipping Request Form

★	Initials
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All envelopes need to be facing the same direction. Unsealed envelopes need to be nested (the envelope flaps need to be overlapping). If the envelope's opening is on the long edge and the contents fit securely and don't bow the envelope, we can seal it in our machines. If the envelope's opening is on the short edge and the contents don't fit securely and / or bow the envelope, we will need to hand seal the envelopes, which will incur handling charges.
Staples and/or scotch tape are not permitted on the outside of the envelopes.
Same day service is available if items are in BEFORE the following times: USPS - 1:30pm; UPS - 3:30pm; FedEx - 2:00pm.

For more information, please call us at (720) 423-3411

DATE: _____

DELIVERY METHOD

MAIL CODE: <input style="width: 150px; height: 20px;" type="text"/>
ACCOUNT CODE: <input style="width: 150px; height: 30px;" type="text"/>
<small>Mail WILL NOT be Processed Without a Mail Code & Account Code.</small>

USPS
Tracking # _____

UPS
 Next Day Air - 10 AM
 Next Day Air - 12 PM
 2 Day
 Ground
 Saturday Delivery
 Insurance \$ _____
Default Insurance is \$100

Tracking # _____

FedEx
 First Overnight - 8:30 AM
 Priority Overnight - 10:30 AM
 Standard Overnight - 4:30 PM
 2 Day
 Express Saver
 Ground
 Saturday Delivery
 Declared Value \$ _____

Tracking # _____

FROM:
Name: _____

School / Dept: _____

Phone: _____

TO:
Name: _____

Company: _____

Address: _____

City: _____

State: _____ Zip: _____

Phone: (_____) _____

Commercial Residential

MAIL ROOM USE ONLY

Completed Form will be Returned Via School Mail

Postage: \$ _____

Piece: Letter: _____

Flat: _____

Parcel: _____

Postcard: _____

Presort: _____

Certified: _____

Express Mail: _____

Other: _____

Quantity: _____

Total Charges: _____

Miscellaneous Charges

Cost: \$ _____

Description: _____

Processed By: _____

Date: _____