

UPS SERVICES REQUEST FORM

Package Contents: _____

Is the item in a corrugated cardboard box, poly clothing bag, or envelope?

Yes

No

**** NOTE: An additional Handling Charge will automatically be added if No is selected above.****

Address Type:

Residential

Commercial

Shipping Method:

Ground (slowest, but least expensive)

3-Day Select

2nd Day Air

Next Day Air (fastest, but most expensive)

Declared Value Coverage can provide protection for a package should it get lost or damaged. The first \$100 of Declared Value Coverage is FREE. Each additional \$100 of coverage will add \$1.50 to the shipping cost.

If this item was lost or damaged in shipment, how much would it cost you to replace it and do you want to cover it for that amount?

Declared Value: _____

Your Info (please print clearly):

Name _____

Address _____

City _____

State _____

Zip Code _____

Phone Number _____

Recipient's Info (please print clearly):

Name _____

Address _____

City _____

State _____

Zip Code _____

Phone Number _____

If the recipient's address is not exact, UPS will charge us an additional fee to correct it, and you will be contacted by us for the overage. Thank you!