

THE UNIVERSITY OF NORTH CAROLINA AT ASHEVILLE

**CAMPUS SHIPPING FORM  
UNITED PARCEL SERVICE SHIPMENTS**

DATE: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

ACCOUNT # : \_\_\_\_\_-732100

DEPARTMENT APPROVAL: \_\_\_\_\_

TYPE OF SHIPMENT:

GROUND \_\_\_\_\_ GROUND \_\_\_\_\_ 3 DAY \_\_\_\_\_ 2 DAY \_\_\_\_\_ NEXT DAY \_\_\_\_\_ NEXT DAY \_\_\_\_\_  
TRACK \_\_\_\_\_ SELECT \_\_\_\_\_ AIR \_\_\_\_\_ AIR \_\_\_\_\_ 8:30 AM \_\_\_\_\_

SATURDAY DELIVERY:  
(EXTRA CHARGE)

YES \_\_\_\_\_ NO \_\_\_\_\_

COMMERCIAL DELIVERY \_\_\_\_\_

RESIDENTIAL DELIVERY \_\_\_\_\_

ADDITIONAL INSURANCE:

AMOUNT OVER \$100: \_\_\_\_\_

DESTINATION ADDRESS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SHIPPING AND RECEIVING USE ONLY**

DATE RECEIVED BY SHIPPING AND RECEIVING: \_\_\_\_\_

DATE PICKED UP BY UPS: \_\_\_\_\_

WEIGHT: \_\_\_\_\_

ZONE: \_\_\_\_\_

**CHARGES**

SHIPPING CHARGES: \_\_\_\_\_

EXTRA INSURANCE: \_\_\_\_\_

EXTRA SERVICES: \_\_\_\_\_

TOTAL CHARGES: \_\_\_\_\_

COMMENTS:

\_\_\_\_\_  
\_\_\_\_\_

REVISED 10/06