

ON CALL COURIER SERVICES

(Please fill out all highlighted sections of the form below.)

Fax to 828.5894 and call Mail Services at 828.1343 to confirm receipt)

SHIPPING INFORMATION		DELIVERY INFORMATION					
Pickup ID #	Index or Lawson Code						
Date of Pickup	Mileage Start / Stop	Date / Time of Arrival	On Time YES / NO				
From Name	Phone #	Contact Person					
Department	PO Box #	Department / Company Name					
Pick Up Address Including Floor & Room #		Delivery Address Including Floor & Room #					
Number of Articles		Special Instructions / Additional Charges etc.					
Description of Article (weight / special instructions)							
Level of Service to be provided:		Person Receiving (PRINTED CLEARLY)					
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Rush 1 Hour or Less</td> <td style="width: 50%;">3 Hour Delivery</td> </tr> <tr> <td>6 Hour / Same Day</td> <td>Next Day</td> </tr> </table>		Rush 1 Hour or Less	3 Hour Delivery	6 Hour / Same Day	Next Day	SIGNATURE	
Rush 1 Hour or Less	3 Hour Delivery						
6 Hour / Same Day	Next Day						
<table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">On Campus</td> <td style="width: 33%;">Off Campus</td> <td style="width: 33%;">Vended</td> </tr> </table>		On Campus	Off Campus	Vended			
On Campus	Off Campus	Vended					
		TOTAL CHARGES	\$				