UNIVERSITY OF NORTH DAKOTA PRINT & MAIL CENTER

DEPARTMENTAL SHIPPING FORM

Dept. Name: _____

UND funding code: _____
(PS Chartfield #)

Box Number: _____

Recipients UPS or Fed Ex#: _____
(Use only when shipping Charges to be paid by recipient)

Name: _____

Date: _____

SERVICES (choose one)**:**

☐ UPS

☐ Federal Express

Contact Person:	
Company:	
Street Address:	
Street Address Info:	
City, State, Zip (Country if not U.S.)	
Phone: (Requrired for foreign countries)	

TYPE OF SERVICE (Choose one)

☐ Next Day Morning

☐ Next Day Afternoon

☐ 2nd Day Delivery

☐ UPS 3rd Day

☐ Ground Service

ADDITIONAL SERVICES
(Additional fees apply)

☐ Insurance: $_____
(Coverage may be denied by UPS or Fed Ex if not adequately packaged.

☐ Saturday Delivery

FOREIGN ADDRESS ONLY

Value: $_____

Description: _____

_____

Copy will be returned to the department by Intra-campus Mail or email with tracking number.
Please call 777.2279 or email UND.campuspostal@UND.edu to sign up for
UPS and Fed Ex shipping online.

Hazardous Material Shipments: Please call 777.2279 if shipping hazardous materials or lithium batteries for proper packaging and labeling instructions.