U.P.S. PACKAGE—MOVE TICKET
(To move packages FROM any campus mail location TO the Distribution Center for shipment via U.P.S.)

FROM: Dept.: __________________ Bldg.: __________________ Date: __________
Name: ____________________________ Tel. Ext. # __________________

CHARGE Budget #: __________________________ No. of Pkgs. __________

NOTICE: If your shipment contains ANY materials considered to be hazardous by the U.S. Department of Transportation, you MUST declare it below and contact the Wellesley College Department of Environmental Health & Safety at ext. 3882 before sending to Distribution for shipment.

SHIP TO: ____________________________________________________________

CHECK ONE BOX MY SHIPMENT CONTAINS HAZARDOUS MATERIALS
☐ YES ☐ NO

CHECK ONE BOX
☐ COMMERCIAL ADDRESS ☐ RESIDENTIAL ADDRESS

CHECK ONE BOX
☐ GROUND TRANSPORT ☐ 3 DAY SELECT ☐ SECOND DAY AIR ☐ NEXT DAY AIR ☐ NEXT DAY AIR SAVER

VALUE of Contents (if over $100) _______________________$ _______________________ PER PKG.

If you need the information below this line, check this box. ☐

Date Shipped: __________________ Cost: __________________

4/04