

# GENERAL STORES

## UPS PICK UP FORM

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

TIME: \_\_\_\_\_

DEPT NAME: \_\_\_\_\_

NAME: \_\_\_\_\_

DEPT ADDRESS: \_\_\_\_\_

EXTENSION: \_\_\_\_\_

NUMBER OF PACKAGES: \_\_\_\_\_

HANDCART YES OR NO

NEXT DAY AIR    NEXT DAY AIR SAVER    2<sup>ND</sup> DAY AIR    3<sup>RD</sup> DAY    GROUND

INSURANCE YES OR NO    IF YES, AMOUNT \$ \_\_\_\_\_

THERE ARE NO HAZARDOUS MATERIALS CONTAINED WITHING THIS SHIPMENT.

IF ANY HAZARDOUS MATERIALS ARE BEING SHIPPED, PLEASE COMPLETE PAGE 2

\_\_\_\_\_  
DEPT SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PICKED UP BY

\_\_\_\_\_  
DATE

ANY UNIVERSITY PROPERTY WITH A VALUE IN EXCESS OF \$500.00 WILL BE INSURED FOR ONLY \$500.00. FOR LOSS OR DAMAGE IN EXCESS OF \$500.00, YOU WILL NEED TO CONTACT JERRY ALLRED 1-5590.

# HAZARDOUS MATERIALS

UPS SHIPPER NUMBER # \_\_\_\_\_

EMERGENCY CONTACT NUMBER # \_\_\_\_\_

.....  
D.O.T. PROPER SHIPPING NAME: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

HAZARD CLASS OR DIVISION: \_\_\_\_\_

IDENTIFICATION NUMBER # \_\_\_\_\_

PACKING GROUP \_\_\_\_\_

MASS OR CAPACITY \_\_\_\_\_

TYPE D.O.T. LABEL(S) AND REQUIRED INFORMATION: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**SHIPPING PAPER – ABBREVIATIONS NOT PERMITTED**

DEPARTMENT \_\_\_\_\_ DATE \_\_\_\_\_