

Please read information on the back

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: _____