



MOUNTAINTOP CAMPUS, BUILDING J

\*REQUIRED FIELD — SHIPMENT WILL NOT BE PROCESSED IF LEFT BLANK

## UPS MAILING REQUEST

\*Requester: \_\_\_\_\_ Phone: \_\_\_\_\_ \*Date: \_\_\_\_\_

\*Department: \_\_\_\_\_ Location: \_\_\_\_\_

Account Executive: \_\_\_\_\_ Insurance:  Yes  No

\*Account # to be Charged: \_\_\_\_\_ Package Value: \$ \_\_\_\_\_

\*Delivery Type:  Ground  2nd Day Air  Next Day Air  International  Other

\*Shipped to: \_\_\_\_\_  Commercial

\_\_\_\_\_  Residential

\_\_\_\_\_

\_\_\_\_\_

\*Contents: \_\_\_\_\_

Does not contain any lithium batteries.

Contains lithium batteries that are 'contained in' equipment.

Contains lithium batteries that are 'packed with' equipment.

Contains 'standalone' lithium batteries. **Ground services only!**

**Select the applicable box:**

Contains less than 1 gram lithium content for Lithium Metal cells and less than 2 grams lithium content for Lithium Metal Batteries.

Is less than 20 Wh for Lithium Ion cells and 100 Wh for Lithium Ion batteries.

---

## FOR MAILING SERVICES ONLY

Carton Weight: \_\_\_\_\_ lbs. \_\_\_\_\_ ozs.

UPS Charges: \$ \_\_\_\_\_

Insurance: \$ \_\_\_\_\_

Service Charge: \$ 1.00

\*Total Charge: \$

\*THIS CHARGE WILL BE MADE DIRECTLY TO THE ACCOUNT INSERTED ABOVE

Received by: \_\_\_\_\_

Processed by: \_\_\_\_\_

Date Shipped: \_\_\_\_\_

PLACE LABEL HERE