

ON CALL COURIER SERVICES

(Please fill out all highlighted sections of the form below.)

Fax to 828.5894 and call Mail Services at 828.1343 to confirm receipt)

SHIPPING INFORMATION		DELIVERY INFORMATION	
Pickup ID #	Index or Lawson Code		
Date of Pickup	Mileage Start / Stop	Date / Time of Arrival	On Time YES / NO
From Name	Phone #	Contact Person	
Department	PO Box #	Department / Company Name	
Pick Up Address Including Floor & Room #		Delivery Address Including Floor & Room #	
Number of Articles		Special Instructions / Additional Charges etc.	
Description of Article (weight / special instructions)			
Level of Service to be provided: Circle One		Person Receiving (PRINTED CLEARLY)	
Rush 1 Hour or Less		3 Hour Delivery	
6 Hour / Same Day		Next Day	
On Campus Off Campus Vended		SIGNATURE	
		TOTAL CHARGES \$	