

### **UPS & Purolator Courier Shipping Form**

1. All information must be completed on this form and emailed to: [printing@kings.uwo.ca](mailto:printing@kings.uwo.ca).
2. Item must to be packaged and brought to Central Services (W002).

#### **DESTINATION INFORMATION** *(Couriers do not deliver to PO Boxes)*

Recipient Name:	
Street Address:	
City:	
Province:	
Country:	
Postal Code:	
Phone Number:	

Signature Needs: ☐ Signature Required OR ☐ No Signature Required

Service: ☐ Air (often faster but more \$) OR ☐ Ground (often slower but less \$)

#### **PACKAGE INFORMATION**

Document or Product Description:	
Number of package(s):	
Type of package(s) (eg. envelope/box):	
Weight of package(s) (in lbs):	
Dimensions of package(s) (L/W/H in inches):	
Insured Value (for insurance in Canadian \$):	
Shipment Purpose (eg. commercial, gift, sample, return & repair, personal use):	
Country Manufactured (not req'd if shipping within Canada):	

#### **SENDER INFORMATION**

Name:	
Department to Charge OR Personal Payment:	
Details/Special Instructions:	