

**FedEx / UPS Shipping**  
(One form per address. All fields required.)

K-State Research and Extension  
Department of Communications  
Bookstore and Mail Center  
24 Umberger Hall  
Manhattan, KS 66506-3400

DATE \_\_\_\_\_

**FROM:**

(DEPT./UNIT) \_\_\_\_\_

SENDER'S NAME \_\_\_\_\_

SENDER'S PHONE \_\_\_\_\_

**TO:**

BUSINESS NAME \_\_\_\_\_

ATTN \_\_\_\_\_

ADDRESS (Cannot ship to PO Box) \_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_

RECIPIENT'S PHONE \_\_\_\_\_

CONTENTS OF PACKAGE(S) (Book, ear tag, DVD, etc.) \_\_\_\_\_

**BILL TO:** (Dept., person, grant #, etc.) \_\_\_\_\_

NO. PACKAGES TO THIS ADDRESS \_\_\_\_\_

DECLARED VALUE PER PACKAGE \_\_\_\_\_

(Insured up to \$100 per pkg at no extra charge)

**PAYMENT (check one)**

Sender  Cash  
 Check # \_\_\_\_\_

Recipient  
 3rd Party (see below left)

FedEx Acct # \_\_\_\_\_  
 Deliver without signature?

**FedEx**

PRIORITY OVERNIGHT (Next business AM)

STANDARD OVERNIGHT (Next business PM)

**UPS**

Next Day  AM  PM 2nd Day  AM  PM  Other  Ground

(not available to all locations)

FED EX TRACKING # \_\_\_\_\_

UPS TRACKING # PREFIX: 1Z4645XX  
(USE PREFIX AND TRK# SHOWN ON ATTACHED LABEL)

DATE COMPLETED \_\_\_\_\_ COMPLETED BY \_\_\_\_\_

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