

FedEx / UPS Shipping

(One form per address. All fields required.)

**K-State Research and Extension
Department of Communications**
Production Services
24 Umberger Hall
Manhattan, KS 66506-3402

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) (Books, ear tags, video, etc.) _____

BILL TO: (Dept., person, grant #, etc.) _____

NO. PACKAGES TO THIS ADDRESS _____

DECLARED VALUE PER PACKAGE _____
(Insured up to \$100 per pkg no extra charge)

PAYMENT (check one)
 Sender Cash
 Check # _____
 Recipient
 3rd Party (see below left)
 FedEx Acct # _____
 Deliver without signature?

<p>FedEx</p> <input type="checkbox"/> PRIORITY OVERNIGHT (Next business AM) <input type="checkbox"/> STANDARD OVERNIGHT (Next business PM)	<p>UPS</p> <input type="checkbox"/> Next Day Air Early (8:30 am) <input type="checkbox"/> 2nd Day Air AM <input type="checkbox"/> 3rd Day Select <input type="checkbox"/> Next Day Air <input type="checkbox"/> 2nd Day by 5 PM <input type="checkbox"/> Ground <input type="checkbox"/> Next Day Air Saver <small>(not available to all locations)</small>
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/	(SEE LABEL ON BACK FOR TRACKING INFORMATION)
DATE COMPLETED / BY	

Metered Mail

Please complete this form and submit it with the mail pieces to be processed.

Date to Meter: _____

Postage Account #: _____

Sender's Dept/Unit: _____

Sender: _____

Phone: _____

Name of Mailing (if applicable): _____

Bill to: (Dept, grant, etc.) _____

Total Number of Pieces: _____

- 1st Class** (Up to 11 oz.)
- Priority** (Over 11 oz.)
- Standard (4th & 3rd Class)** (Over 16 oz.)
- Air Mail** (200 pieces or more)
- Bulk Mail** (200 pieces or more)
- Media Mail** (Books, videos)
- Certified**
 - Return Receipt

Special instructions: _____

**Kansas State University
Agricultural Experiment Station and
Cooperative Extension Service**
K-State Research and Extension is an
equal opportunity provider and employer.

"Knowledge for Life"

FOR OFFICE USE ONLY			
NO. OF PIECES	RATE	=	TOTAL
_____ X	_____	=	_____
_____ X	_____	=	_____
_____ X	_____	=	_____
_____ X	_____	=	_____
_____ X	_____	=	_____
<div style="border: 1px solid black; width: 100px; height: 20px; display: inline-block;"></div>		-TOTAL-	<div style="border: 1px solid black; width: 100px; height: 20px; display: inline-block; text-align: center;">\$</div>
BY _____ DATE _____ TIME _____			