The SNC Mail Center is asking that you please attach the following form to all items that need special services for, such as (Choose & circle one) FedEx, UPS, USPS. Please include this form with each item to be shipped. We need the following information to process your shipments correctly.

*Please be as complete as possible.*

1.-The country you are sending it to: ________________________________

2.-Contact name:

3.-CIRCLE ONE---BUSINESS or RESIDENCE **Can this be left without a signature? **YES or NO

4.-Company Name: (If no company, leave blank) ________________________________

5.-Address: (note: FedEx, UPS service CAN NOT deliver to P.O. Box addresses. Those are strictly for Post Office option.) Please include room, apartment and suite numbers.

   Address 1: ________________________________
   Address 2: ________________________________

6.-City:

7.-State or Province:

8.-Postal code (ZIP Code):

9.-Recipient’s phone number: ________________ email if available __________________

10. Do you need this insured? *YES or NO- If yes, value? __________________

11.-Please tell us a delivery deadline if there is one. We will do our best to meet that.

12.-Sender’s name and Banner (org#) number. ________________________________