

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. _____