

Ithaca College Shipping Form - International

DESTINATION: Please fill in all fields in the sections below. *=Required Fields

* Name:

Company:

* Address 1:

Address 2:

* City:

Postal Code:

*Country:

* Phone:

* Date:

INSTRUCTIONS FOR SHIPPING:

- Fill in all required fields of the form.
- Print the form
- Attach form to the package with tape.
- Send package with daily mail pick up

SHIPPING CONFIRMATION:

A notification of your tracking number and shipment is available. Please select the radio button below and provide your e-mail address.

- Send Confirmation
- Do Not Send Confirmation

E-mail Address:

BILLING INFORMATION:

Cash: Yes No (# if no, fill in Dept. charge Acct.)

Bill Recipient or 3rd Party:

* Sender Name:

* Sender Phone:

* Department:

Dept. Charge (21 digits):

Acct. Format (00.00.00.000.0000.000.000000)

SERVICE INFORMATION: *=Required Fields

* Signature Waiver (free): Yes

Signature: _____
(sign printed copy)

All shipments are sent Priority International.

*Select one package type below:

- Letter
- Pak
- Box
- Tube
- Other Package

CUSTOMS INFORMATION

* Item (s) Description:

* Declared Item Value for Customs:

PACKAGE INFORMATION:

Length:

Width:

Height:

MAILING SERVICES ONLY:

Surcharge Value:

Actual Weight:

Adjusted Weight: