



CREATIVE COMMUNICATIONS EXPEDITED SHIPPING ORDER
 UNIVERSITY of WASHINGTON
 MAILING SERVICES

CUSTOMER INFORMATION:

Today's Date		Date to be Delivered By	<input type="checkbox"/> AM
		<input type="checkbox"/> Not Critical*	<input type="checkbox"/> PM
Your Name		Department	
Box No.	Phone No.	E-Mail	
Postage Account Number			

SHIPPING INFORMATION:

Name of Person/Company	
Street Address	
City/State/Country/Zip Code	
Person/Company Email	Person/Company Phone

Do you want the recipient to sign for the package/envelope?

Yes

No

Do you need to insure the package for more than \$100?

Yes

\$ _____

No

Do you need to have this package/envelope delivered on a Saturday?

Yes

No

SERVICE TYPE:

FedEx

UPS

*The most economical service will be used if no delivery date is given

NOTES: