

# The UPS Store Shipping Authorization Form

<b>Outbound Handling Fees --- (These will apply in <u>addition</u> to shipping cost)</b>			<b>TOTAL</b> _____
Letters/Packs (\$7.00) _____	16-29 lbs (\$20.00) _____	60-47lbs (\$50.00) _____	100+lbs (\$0.70/lb) _____
1-5 lbs (\$10.00) _____	30-44lbs (\$25.00) _____	75-89lbs (\$55.00) _____	SM Crates- \$100.00 _____
6-15lbs (\$12.00) _____	45-59lbs (\$40.00) _____	90-99lbs (\$60.00) _____	Pallets -\$225.00 _____

\*\*\*PLEASE PROVIDE A CREDIT CARD NUMBER AND SIGNATURE\*\*\*

Credit Card No: _____	Billing Zip Code: _____
Expiration: _____ / _____	
Signature _____	Date _____

*I Understand Billing information is required for all handling fees and packing/shipping fees if applicable. I authorize that the above credit card to be utilized by The UPS Store. If no shipping choice is checked below standard Ground shipping will apply.*

<b>Sender Information</b>
Senders Name: _____
Company Name: _____
Phone# _____
Email: _____
Booth/Room# _____
Number of Packages: _____
Insurance per box (\$100.00 if left blank) _____
Description of Contents (please be as detailed as possible) _____
Signature Required <input type="checkbox"/> YES <input type="checkbox"/> NO

<b>Ship To Information</b>
Company Name: _____
Attention: _____
Address _____
City _____
State _____ Zip _____
Phone _____

## Select Shipping

<b>FED EX (Please provide your own printed labels)</b>
Ground _____ Express _____

**If providing your own printed labels for either UPS or FedEx, please provide the tracking numbers below:**

*The UPS Store will not have a record of your tracking information if left blank*

<i>UPS (shipping to be paid using credit card above)</i>
UPS Next Day Air AM (by 8:00am next BUS. day) _____
UPS Nex Day Air (by 10:30am/Noon next BUS. day) _____
UPS Next Day Air Saver (by end of next BUS. day) _____
UPS 2nd Day Air _____
UPS 3-Day Air _____
UPS Ground _____

**If no option above is checked, packages will be sent via UPS Ground Shipping Services**


**Please Complete Form and Attach to Your Package(s). Thank You.**