

Seattle University Mailing Services

Shipper	Name: _____
	Department: _____
	E-Mail: _____
	Phone/Fax: _____
	Content: _____
<input type="checkbox"/> Check to receive tracking number by E-mail	

Receiver	Address is: <input type="checkbox"/> Commercial <input type="checkbox"/> Residential
	Name: _____
	Company: _____
	Address: _____
	Address: _____
	City: _____ State: _____ ZIP: _____
Phone: _____	
FedEx does not deliver to P.O. Boxes.	

Please review terms below carefully and sign that you agree.

_____ Date: _____

Shipping parcels via FedEx Ground at this location means that you are a customer of Mailing Services, not FedEx Ground. Any questions, concerns, or claims must be initiated with this office. FedEx Ground insurance covers only packages prepared within their guidelines. Seattle University is not responsible for FedEx Ground insurance claims denied because packaging guidelines were not met. *We only ship electronic items in original cartons with original packaging.*

FedEx Ground Shipping Form

Billing	Budget Number: _____
	<input type="checkbox"/> Recipient or <input type="checkbox"/> Third Party Billing
	FedEx Account # _____
	Name/Company: _____
	Address: _____
Address: _____	

Package Details	FedEx Ground delivers in 1 to 7 days by distance. \$2.00 Handling charge per parcel				
	Weight (lbs.)	L	W	H	Value
	Shipping: _____				
	Tracking Number: _____				
	Weight (lbs.)	L	W	H	Value
	Shipping: _____				
	Tracking Number: _____				
	Weight (lbs.)	L	W	H	Value
	Shipping: _____				
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	Name: _____
	Company: _____
	Address: _____
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	City: _____ State: _____ ZIP: _____
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