

LOYOLA LAW SCHOOL

UPS DELIVERY INFORMATION

To: Information & Support Services Staff

From: _____

DIRECT SIGNATURE NEEDED _____

Package won't be delivered if person isn't there. (Check here)

\$3.75 extra fee (Fee Subject to Change)

Date: _____

ADULT SIGNATURE NEEDED _____

Package won't be delivered if an adult isn't there. (Check here)

\$4.75 extra fee (Fee Subject to Change)

*Recipient's Name and Address:

_____ (Show street address **P.O. Box is not acceptable.**)

_____ Phone # _____

(Not Mandatory but helpful)

***Fee for incorrect addresses will be charged to the dept.**

_____ Commercial _____ Residential -- **(\$3.00 additional fee. Fee Subject to Change)**

UPS will insure up to \$100. If you need additional insurance, please indicate value amount \$ _____

Personal Charge _____ (To be paid to LLS. You will receive an invoice from the Information & Support Services.)

or

This item is from _____

(Name of your department)

Dean or Department Head approval required on LLS related items _____

UPS:

_____ **Next day Air**

_____ **Next day Air saver**

_____ 2nd day Air service - AM

_____ **Ground service**

_____ Three day service

_____ Saturday Delivery (Extra charge, \$15.00)

(All Fees Subject to Change)

**Packages must be at
Information & Support
Services (FH Lower Level
or 1st floor of Burns)
by 2:00 pm to be sure they
are picked up by UPS.**

International UPS

_____ Worldwide Express ***

_____ Worldwide Saver (Express)***

_____ Worldwide Express Plus *** (Most Expensive)

*****Item Descriptions Mandatory for all International Packages*****

QTY	Full Description	Unit Value

If more space is needed, please document on back...

Information & Support Services use only: UPS record number _____
Other Shipping Tracking Number _____