



Instructions:

- Complete a Freight Pickup Request via our [website](#).
- Attach this completed form to your online pickup request.
- Print and attach the pickup request to your freight item.
- Pickups of more than 10 pieces or 100 lbs. may be scheduled as a bulk pickup for the next business day.
- Questions? Contact osumail@osu.edu

MAIL SERVICES FREIGHT SHIPPING FORM

614-292-2694

1 FROM *(shipper)*

OSU Department / Organization

Contact Name

E-mail Address (*@osu.edu ; @osumc.edu*)

Department / Organization Address

Post / Zip

Phone

Do you want to track this shipment? Yes No

2 DEPARTMENT CHARTFIELD / PAYMENT INFORMATION

COST CENTER

FUND

PROGRAM

BALANCING UNIT

GRANT

ADDITIONAL WORKTAGS

3 DESCRIPTION OF CONTENTS **REQUIRED**

Length

Width

Height

Weight

4 DECLARED VALUE

Insurance \$ _____ (value)

5 TO *(recipient)*

Company Name

Contact Name

Delivery Address
Shipments Cannot be Made to a PO Box

Post / Zip

RG# *Optional*

Country

Phone

E-mail

6 TYPE OF SERVICE

Deliver No Later Than (*mm/dd/yyyy*)

Special Instructions:

7 SHIPPER'S AUTHORIZATION

Signature

Date (*mm/dd/yyyy*)

Mail Services utilizes multiple carriers for freight shipping and will choose the most cost effective rate that meets the requirements of the shipment.