

ShipRequest

Save Remove Clear Print Setup Help Exit

Address List: Select Ship to Name

Deliver By: Tue, April 19, 2011

Ship To: * Chuck Maroon

Time: End of Day

Company: Pitney Bowes Inc

Ship By: * FedEx Standard Overnight

Address 1: * 13430 W 85th St

Org/Fund: * 101234 A2111

Address 2:

Billing Info: * Bill Department

Address 3:

Insurance: * No

City: * Lenexa

Package Type: Letter

Address Type: Commercial

State/Province: * Kansas

Special Instructions: Special Instructions

ZIP/Postal Code: * 66215

Sender Name: Postal Services

Country: United States

email: postal.services@wichita.edu

email: chuck.maroon@pb.com

Prepared By: * Mike Sperlazza

Phone: 800-322-8133

Phone: * 978-5677

An asterisk indicates a Required Field - Cannot be processed without signature

Name or RMA number required.
Company if no name or RMA #

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Must use 1st line and complete street required
extra lines can be used if needed.

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Telephone number required for international shipments

City - State - Zip required

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**Deliver date and time should default to:
Next Business Day and End of Day**

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Click on drop down and select type of service desired.

Org/Fund must be typed as follows: 101234(space)A2111

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When billing recipient or 3rd party - click on the drop down to select type and you must put their billing account number in the *Special Instructions* box.

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When needing insurance click on the drop down and select yes then you must put amount of insurance needed in the Special Instruction box.

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Click on package type drop down and select type
click on address type and select residential if you did
not provide a company name.

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Deliver By: Thu, April 14, 2011

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Address 2:

Time: End of Day

Ship By: * FedEx Standard Overnight

Org/Fund: * 101234 A2111

Billing Info: * Bill Recipient - Special

Insurance: * Yes - Special Instruction

Special instructions

You may enter up to four lines of instructions to appear on the ShipRequest Form

Bill FedEx account 1111-2233-4 and need \$2,000.00 insurance

Sample of Special Instruction box
billing recipient and with