

WC CENTRAL SERVICES  
OUTGOING PACKAGE SHIPPING REQUEST FORM

\*\*\*\*PLEASE PRINT ALL INFORMATION CLEARLY AND FILL OUT ALL AREAS\*\*\*\*

DATE: \_\_\_\_\_

YOUR NAME: \_\_\_\_\_

YOUR EMAIL ADDRESS: \_\_\_\_\_

DEPARTMENT NAME: \_\_\_\_\_

DEPARTMENT GL CODE TO CHARGE SHIPPING TO: \_\_\_\_\_

\*\*\*IF a student - just write STUDENT on this line. If Staff Personal write that ABOVE

HOW DO YOU WANT TO SEND THE PACKAGE, please check preference?:

STANDARD \_\_\_\_\_ 2ND DAY \_\_\_\_\_

NEXT DAY \_\_\_\_\_ OTHER \_\_\_\_\_

ANY SPECIAL INSTRUCTIONS:

\_\_\_\_\_

SEND PACKAGE TO (NAME/COMPANY NAME): \_\_\_\_\_

ATTN TO: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE/COUNTRY AND ZIP CODE: \_\_\_\_\_

If International please be sure to include "Country" and "Country Zip Code" - We can NOT ship without

\*\*\*\*\*CONTENTS OF PACKAGE (MUST BE FILLED IN) on next line\*\*\*\*\*

\*\*\*INTERNATIONAL PKGS - MUST have full description of ALL contents

VALUE OF CONTENTS: \$ \_\_\_\_\_

\*\*\*DO NOT WRITE BELOW THIS LINE, FOR INTERNAL USE ONLY\*\*\*

USPS \_\_\_\_\_  
FEDEX GROUND \_\_\_\_\_  
FEDEX EXPRESS \_\_\_\_\_  
UPS \_\_\_\_\_

Shipping Charge: \$ \_\_\_\_\_

PAID BY: CC CASH DEPT  
CIRCLE ONE

Measurements:

W \_\_\_\_\_ X L \_\_\_\_\_ X H \_\_\_\_\_