

The Campus Card Center
Union 119
University of Central Missouri

700 #: _____

Date: _____

Your Printed Name: _____

Address: _____

Phone Number: (_____) _____

Email address: _____

Ship To:

Name: _____

Address: _____ Suite/Apt: _____

City: _____ State: _____ Zip Code: _____

(ONLY **USPS** can ship to P.O. Address's)

(There will be a \$12.50 charge for any UPS address corrections or returns)

Contents of Package: _____

Amount of Insurance: _____ (This is optional)

Sender's Signature _____

I certify that the above information is correct and accurate
and I have read the terms and conditions below.

UPS Terms and Conditions: You are responsible for all fees and or fines for returned packages or address corrections.

University of Central Missouri/The Mule Post/Campus Card Center does not assume liability for lost or damaged parcels. In the event a parcel is lost or damaged, you must submit a claim to The Campus Card Center located in the UCM Elliott Student Union with your shipping order, as well as proof of the actual value of the contents within 30 days of the shipment date. The filing of claims does not in any way make UCM/The Mule Post/Campus Card Center responsible for the contents or its value. The Campus Card Center reserves the right to inspect all packages before shipment.

USPS packages only: I understand that it will be up to me to contact USPS concerning any issues arising from late or missing packages and that it is up to me to fulfill the conditions for filing a claim through the United States Postal Service.

Signature: _____

****The following portion is to be filled out by the Shipping Agent****

Shipping Checklist

- Tape
- New Box
- Recycled Box
- Poly Mailer
- Bubble Envelope
- Packaging
 - Recycled
- USPS
 - First Class
 - Priority
 - Flat Rate Envelope
 - Legal Flat Rate Envelope
 - Padded Flat Rate Envelope
 - Express
 - Flat Rate Envelope
 - Media Mail
 - Certified Mail
- UPS
 - Ground
 - Express
 - Next Day Air 10:30a.m. Delivery
 - Next Day Air 3:00p.m. Delivery
 - 2nd Day Air 10:30a.m. Delivery
- _____
- _____