

The Mule Post  
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 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 Mule Post" 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 responsible for the contents or its value. The Mule Post 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
  - 2<sup>nd</sup> Day Air 10:30a.m. Delivery
- \_\_\_\_\_
- \_\_\_\_\_