

INTERNATIONAL SHIPPING FORM

Date: _____

Your 700 # : _____

YOUR Information:

Name: _____

Address: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone # (10 digit): (____) _____ Email: _____

Signature: _____

Recipient Information:

Name: _____

Company: _____

Address: _____

Address: _____

City: _____ Province: _____ Code: _____

Country: _____

Phone # (10 digit): _____ Email: _____

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

Service: _____

Customs Notes: _____

Customs Value: _____

Additional Handling: _____

Employee Int'l's: _____

The Mule Post

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 UPS parcels. In the event a parcel is lost or damaged, you must submit a claim to "The Mule Post" located in the UCM Elliott 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: _____