

LOYOLA LAW SCHOOL

FEDERAL EXPRESS/UPS DELIVERY INFORMATION

To: Information Center Staff

From: _____

DIRECT SIGNATURE NEEDED
Package won't be delivered if person isn't there. (Check here)
\$2.75 extra fee

Date: _____

ADULT SIGNATURE NEEDED
Package won't be delivered if an adult isn't there. (Check here)
\$2.75 extra fee

*Recipient's Name and Address:

_____ (Show street address. P.O. Box is not acceptable.)

_____ Phone # _____
(Not Mandatory but helpful for FedEx)

*Fee for incorrect address will be charged to the dept.

_____ Commercial _____ Residential (\$2.40 additional fee)

Federal Express and UPS will insure up to \$100. If you need additional insurance, please indicate value amount \$ _____

Personal Charge _____ (To be paid to LLS. You will receive an invoice from the Information Center.)

Or

This item is from _____ (name of your department)

Deans' approval required on school related items _____

Federal Express:

- _____ Int'l First
- _____ Int'l Priority
- _____ Int'l Economy (Unk Delivery time)
- _____ **Priority overnight**
(By 10:30am, 12:00pm or 4:30pm**)
- _____ **Standard overnight**
(By 3:00pm, 4:30pm**)
(** Depends on zip code)
- _____ Second day service
(By 4:30pm)
- _____ Express Saver (3rd Business day)
- _____ (Saturday Delivery (extra charge, \$15.00))

UPS:

- _____ Three day service
- _____ **Ground service**

Packages must be at the Information Center by 3:30 pm to be sure they are picked up by FedEx and UPS.

Information Center use only: Federal Express Tracking Number _____
UPS record number _____