

LOYOLA LAW SCHOOL

FEDERAL EXPRESS/UPS DELIVERY INFORMATION

To: Information Center Staff

From: _____

Date: _____

*Recipient's Name and Address: _____ Deliver without a signature _____
(Check here)

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

Phone # _____
For FedEx packages only (Not Mandatory)

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

_____ Commercial _____ Residential (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:

UPS:

_____ Int'l Priority
_____ Priority overnight
(By 10:30,12:00 or 4:30**)

_____ Three day service
_____ Ground service

_____ Standard overnight
(By 3:00,4:30**)
(** Depends on zip code)

_____ Second day service
(By 4:30)

_____ (Saturday Delivery (extra charge, \$12.50)

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