



CLAYTON BOARD OF EDUCATION

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UPS SHIPPING REQUEST

Ship To: _____

Contact _____ Phone _____

Reason for return or shipment _____

No. of packages _____
Select _____ UPS express box small _____ medium _____ large
_____ UPS letter

Weight _____ lbs. _____
Length Width Height

Declared Value \$ _____

How would you like it shipped?

UPS ground _____ UPS next day air _____

Do you need confirmation of delivery? _____

Deliver without signature? _____

COD? _____

Do you have a reference number? _____

Account number to charge cost _____

Requestor's name _____

Date _____

UPS request