



### Shipping Request Form

TO:

Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone: \_\_\_\_\_  
Attention: \_\_\_\_\_

Required:  
Due Date: \_\_\_\_\_  
Time: \_\_\_\_\_

<b>Residential ?</b> _____
<b>Commerical?</b> _____
<b>PLEASE CHECK ONE</b>

BILL TO:

Client Name: \_\_\_\_\_ (OR)  
Job #: \_\_\_\_\_

Department \_\_\_\_\_  
Dept. Name: \_\_\_\_\_  
Billing Code: \_\_\_\_\_

PAYMENT TYPE:

\_\_\_ Crawford Account    \_\_\_ Recipient Account    \_\_\_ Third Party Account

Account # \_\_\_\_\_

CARRIER:

- |                      |                         |                                      |
|----------------------|-------------------------|--------------------------------------|
| ___ Client Pickup    | ___ UPS Early (8:30 am) | ___ FedEx First Overnight (8:30)     |
| ___ Crawford Courier | ___ UPS Next Day Air    | ___ FedEx Priority Overnight (10:30) |
| ___ Courier Net      | ___ UPS Saver (3:00 pm) | ___ FedEx Standard Overnight (3 pm)  |
| ___ MLQ              | ___ UPS 2 Day Air AM    | ___ FedEx 2 Day                      |
|                      | ___ UPS 2 Day Air       | ___ FedEx 3 Day (Express Saver)      |
|                      | ___ UPS 3 Day Select    | ___ FedEx Int'l                      |
|                      | ___ UPS Ground          | ___ <b>FED EX SATURDAY</b>           |
|                      | ___ UPS Int'l           |                                      |

Other: \_\_\_\_\_

**\*NOTE: UPS/FEDEX OPTIONS VARY BY ZIPCODE**

DESCRIPTION or INSTRUCTIONS: Please list all items being shipped:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

REQUESTED BY: \_\_\_\_\_ ext. \_\_\_\_\_ Date: \_\_\_\_\_

Received by: \_\_\_\_\_ Date: \_\_\_\_\_