UCSC ITS Shipping Form

# MailCode \_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_

## ----------Sender Information----------

Name: ITS Depot Department: ITS Phone: 831-459-5411 Email: [depot@ucsc.edu](mailto:depot@ucsc.edu)

Full Address: ITS Depot || 1156 High Street || Kerr Hall 69 || Santa Cruz CA 95060

## ----------Recipient Information----------

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address Line 1 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address Line 2 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State \_\_\_\_\_\_\_\_\_ ZIP \_\_\_\_\_\_\_\_\_\_\_\_\_

## ----------------------------------------Services----------------------------------------

UPS GROUND FEDEX GROUND OTHER \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(UPS ONLY) Include Prepaid Return Label? ▢ Require Signature? ▢

Return Address: ITS Depot ▢ Other ▢

Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## ----------Please Email Tracking to the Following----------

### depot@ucsc.edu | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## ----------Internal----------

## MailCode Approver \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Approved? ▢

## RITM00\_\_\_\_\_\_\_\_\_\_\_\_\_ OR INC0\_\_\_\_\_\_\_\_\_\_\_\_\_

Delivered to shipping by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_