



The Henry M. Jackson School of International Studies Express Mail, Billing Documentation

This form **must** accompany your shipping information.

Please use one form for **each** transaction.

Please check one: **UPS**

FedEx

Date to be shipped: _____

Shipper Information:

Your Name: _____

Today's Date: _____

Program: _____

Telephone: _____

JSIS Budget Number: _____ - _____

Email: _____

(If shipment is **NOT** charged to a JSIS budget; it **CANNOT** be shipped by JSIS)

Transaction Information:

Company Name: _____

Service: Business

—OR— Residential

Domestic

—OR— International

Contact: _____

Standard Overnight

Int'l Express

Address: _____

Next Day Air Saver

Worldwide Saver

Address: _____

Second Day Air

Worldwide Expedited

City: _____

Ground Transport

Express Saver

State: _____

More shipping options & information:

<http://www.ups.com/content/us/en/shipping/time/service/shipping/index.html>

Country: _____

Packaging: All (but letter) must have description of contents

Postal Code: _____

Letter , Pac , Tube , Vendor's Box , Your own Box

Telephone: _____

Vendor Box, Pac, Tube (weight-required)

(INDICATE: small, med, large)

Email: _____

Your Box, Pac, Tube (weight-required)

(INDICATE: small, med, large)

JSIS Business Office Use:

Trans ID #: _____

Amount: _____

Date Reconciled: _____

This form shall not be reproduced by units other than the Jackson School without written permission.