



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: \_\_\_\_\_

Budget Number: \_\_\_\_\_ - \_\_\_\_\_

Email: \_\_\_\_\_

**Transaction Information:**

Company Name: \_\_\_\_\_

**Service:** Business                      OR    Residential

Domestic                      OR    International

Contact: \_\_\_\_\_

Standard Overnight

Int'l Expedited (fast)

Next Day Air Saver

Int'l Express (very fast)

Address: \_\_\_\_\_

Second Day Air

Worldwide Saver (UPS)

Address: \_\_\_\_\_

Ground Transport

Express Saver (FedEx)

Address: \_\_\_\_\_

City: \_\_\_\_\_

Other \_\_\_\_\_

State: \_\_\_\_\_ Mail Code: \_\_\_\_\_

**Packaging:** \*\*Letter                      (*weight-required if more than 1/2 lb*)

Country: \_\_\_\_\_

Vendor's: Box                      Pac                      Tube                      \_\_\_\_\_  
*(small, medium, large)*                      *(weight-required)*

Telephone: \_\_\_\_\_

Your Box:                      Dimensions: \_\_\_\_\_ h                      \_\_\_\_\_ L                      \_\_\_\_\_ w  
*(weight required)*                      *(required)*

Email: \_\_\_\_\_

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

**JSIS Business Office Use:**

Trans ID #: \_\_\_\_\_

Amount: \_\_\_\_\_

Date Reconciled: \_\_\_\_\_