



# Publications Distribution Center

## Packaging & Shipping Services Request Form

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

Email: \_\_\_\_\_ Department/Unit: \_\_\_\_\_

Billing Budget: \_\_\_\_\_ Project/Cost Center: \_\_\_\_\_

**Type of Material:**

- Printed Materials
- Other, please describe: \_\_\_\_\_

*Alert: Staff are not trained or certified to package or ship hazardous materials*

**Packaging & Shipping Instructions:**

Required delivery date: \_\_\_\_\_ Number of packages: \_\_\_\_\_

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

Delivery Name & Street Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Provide distribution list for multiple delivery locations.  Check for distribution to all counties.

Sender ID/cover letter provided? Yes  No

*A cover letter, business card, or transmittal slip is required for all shipments to identify the sender and provide contact information. Exceptions include letter correspondence, newsletters and other communications where sender and contact information is clearly evident.*

**Signature Dropped Off By:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature PDC Received By:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*NOTE: Please complete entire form to ensure your shipment gets out in a timely fashion.*



## *Publications Distribution Center*

### **Packaging & Shipping Services for College Units**

**Rate Shopping** – Bring your work-related package/mail piece to the PDC and tell us where and when it needs to be delivered and we can help you find the most economical shipping method to get it there. We can also help explore needs for shipping insurance, delivery receipt notifications and other special delivery services. With our equipment we can accommodate packages 70 lbs or lighter.

**Packaging** - If you would like our advice and guidance about properly packaging your work-related shipment we have knowledge of shipping standards for the USPS and UPS. We have a limited supply of recycled boxes available to use for shipments of work-related materials.

**Shipping** – The University contracts with UPS for package shipping services. We have found UPS to be reliable and most economical for our shipments to county offices and other commercial and residential publications shipments. Package tracking and receipt confirmation are other added advantages with this carrier. For UPS or the USPS we can help you complete and affix the needed paperwork to your package. We also have a dedicated pick up location for these two carriers, so you may leave your package for pick up with us.

**Weekly County Shipments** – The PDC compiles printed educational material orders from county extension offices throughout the week then packages and ships to them. Generally county orders received by Tuesday's at noon get sent out and are received in their offices by Friday of that week or the following Monday. If you unit has a reasonable quantity of **printed educational or informational material** that needs to get to the county offices we can add to our weekly shipments at no cost to your unit. This might include newsletters, fact sheets, magazines, publications, letter correspondence, brochures, newspaper style tabloids, and other similar printed material. A reasonable quantity would be what one might easily package in a standard 10X13 inter-office envelope. Larger shipments and non-printed material will require separate packaging and shipping charges to be applied to your unit budget.