

# UVM Print and Mail Center Shipment Request Form.

Please email form to [anna.rutenbeck@uvm.edu](mailto:anna.rutenbeck@uvm.edu) OR print and bring in hard copy to the Print and Mail Center.

Leave blank to be provided rate options

- FedEx Ground     USPS Ground  
 FedEx Overnight     USPS Priority  
 FedEx 2 day     Most affordable

Department PMC code: \_\_\_\_\_

Require signature

Insurance. Amount: \_\_\_\_\_

Ship from

Residential     Business

Full name \_\_\_\_\_

Business name \_\_\_\_\_

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

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

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

Zip \_\_\_\_\_

Phone # \_\_\_\_\_

Email \_\_\_\_\_

Ship to

Residential     Business

Full name \_\_\_\_\_

Business name \_\_\_\_\_

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

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

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

Zip \_\_\_\_\_

Phone # \_\_\_\_\_

Email \_\_\_\_\_

All international shipments require customs forms. Contact Anna ([anna.rutenbeck@uvm.edu](mailto:anna.rutenbeck@uvm.edu)) if you have questions about how to generate customs forms.