

# SHIPPING FORM

For any questions contact Maurene, ext. 422 or mcoloma@monterey.k12.ca.us

REQUESTOR'S INFORMATION		SHIP TO INFORMATION	
Date		<input type="checkbox"/> Residential <input type="checkbox"/> Business	
Name		Company	
Department		Name/Attn To	
Phone/Ext		Address	
Email		City/State/Zip	
Mail Code		Phone	

## SHIPPING OPTIONS

Select one vendor and a shipping option.

**Print 2 copies for Ontrac and 1 copy for USPS, UPS and FedEx** and attach to your package.

Place in bin located in mailroom by 2:30 pm except FedEx by 12 pm.

### USPS (Post Office)

#### Shipping Options

- Certified Mail and Return Receipt
- Priority Mail (over 1 lb. packages)

#### Additional Information

- A tracking number will be provided to you and could be tracked at [www.usps.com](http://www.usps.com).

### OnTrac

#### Shipping Options

- CalTrac                      Next business day and before the end of day
- Sunrise Gold                Next business day before 7 am, signature required
- Sunrise                        Next business day before 10:30 am
- Saturday
- Insurance                      Amount \$\_\_\_\_\_

#### Additional Information

- Delivers to most zip codes in California and major metropolitan areas of Arizona, Nevada, Oregon, Washington and Utah.
- Most shipments delivered next business except for the following states: Oregon, Washington and Utah.
- You will receive an email confirmation when your shipment has been processed and when it's delivered.
- A tracking number will be provided to you and could be tracked at [www.ontrac.com](http://www.ontrac.com).

## UPS

### Shipping Options

- |   |                               |
|---|-------------------------------|
| <input type="checkbox"/> Ground                       | 1-5 business days             |
| <input type="checkbox"/> Next Day Air Early A.M.      | Next day before 8 am          |
| <input type="checkbox"/> Next Day Air                 | Next business day by 10:30 am |
| <input type="checkbox"/> Next Day Air Saver           | Next business day by 3:00 pm  |
| <input type="checkbox"/> 2 <sup>nd</sup> Day Air A.M. | 2 business days by 10:30 am   |
| <input type="checkbox"/> 2 <sup>nd</sup> Day Air      | 2 business days by end of day |
| <input type="checkbox"/> 3 Day Select                 | 3 business days by end of day |
| <input type="checkbox"/> Insurance                    | Amount \$_____                |

### Additional Information

- A tracking number will be provided to you and could be tracked at [www.ups.com](http://www.ups.com).

## FEDEX

### Shipping Options

- |   |   |
|---|---|
| <input type="checkbox"/> Ground             | 1-5 business days   |
| <input type="checkbox"/> Express Saver      | 1-3 business day by 4:30 pm and 8 pm for residential. Saturday pickup service available for an additional fee.  |
| <input type="checkbox"/> 2Day AM            | 2 business days between 10:30 am – 12 pm. Saturday pickup service available for an additional fee.  |
| <input type="checkbox"/> 2Day               | 2 business days by 4:30 pm and 8 pm for residential. Saturday pickup and delivery service available for an additional fee.                              |
| <input type="checkbox"/> First Overnight    | Next business day between 8 am – 12 pm depending on destination. Saturday pickup and delivery service available for an additional fee.                  |
| <input type="checkbox"/> Priority Overnight | Next business day between 10:30 am – 5 pm depending on destination. Saturday pickup and delivery service available for an additional fee.               |
| <input type="checkbox"/> Standard Overnight | Next business day between 3 pm – 4:30 pm depending on destination and by 8 pm for residential. Saturday pickup service available for an additional fee. |
| <input type="checkbox"/> Insurance          | Amount \$_____  |

### Additional Information

- A tracking number will be provided to you and could be tracked at [www.fedex.com](http://www.fedex.com).