



SHIPPING & RECEIVING

DISTRIBUTION CENTER
1 LMU DR, STE 800
LOS ANGELES, CA 90045
Phone (310) 338-2763
Fax (310) 258-8761

SHIPPING SERVICE REQUEST

Service:

FedEx
(Preferred)

UPS

- Next Business Day
- Next Business Day - AM Delivery
(Premium Surcharge)
- Second Business Day
- Ground/Express Saver
- International

- Insurance \$_____
- Saturday Delivery
(Premium Surcharge)
- Signature Waiver
- Signature Required

All outgoing packages must be received by the Distribution Center by **2:30 PM**.

All packages received after 2:30 PM will be sent out the following day.

**Shipping Service Requests *without* a Workday Account Code
WILL NOT BE PROCESSED**

From:

Name: _____

Department: _____

E-mail Address: _____

Phone Number: _____

Workday Account Code: _____

e.g. : SFTV Animation CC_24502; Women's Volleyball PROG_01257

Your Signature: _____

By signing above, I acknowledge that non-documents may incur fees such as duties, taxes and other fares and take full responsibility for all possible charges

To:

Name: _____

Company: _____

Address 1: _____

Address 2: _____

City: _____ State: _____ Zip: _____

Country: _____

Phone: _____

MANDATORY FOR INTERNATIONAL PACKAGES

INTERNATIONAL PACKAGES - Required Customs Information

Qty: _____ Item Description: _____ Item Value: _____

The Distribution Center reserves the right to examine all outgoing shipments for which LMU will be billed for the freight charges. Each shipment must be accompanied with a Shipping Service Request Form. Shipments without a properly completed form may be subject to delay or will be returned to the department or student.

DISTRIBUTION CENTER USE ONLY

Carrier: _____ Cash Amount: _____ Shipment Date: _____

Tracking Number: _____ Processor: _____