



UNIVERSITY OF
**NORTHERN
COLORADO**

Pick Up Request

Date: _____

Requested By: _____

Department: _____

Pick Up From: _____

Items to be Picked Up: _____

Deliver to:

☐ Dept _____

☐ Warehouse for Carrier Pickup (must have preprinted label/will call tag)

☐ Mailroom for Postage

Ship Via ☐ FedEx ☐ FedEx Express ☐ USPS ☐ Cheapest Way

☐ Arrive by: _____ (Express)

☐ Declared Value: _____

☐ Tracking # emailed to you?



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