

Your name: _____

Your building location and room number: _____

Number of items to be shipped: _____

Value of items shipped (if applicable): \$ _____

Preferred method of shipment, i.e., UPS, Fed-Ex (Ground, Overnight or Standard): _____

When requesting shipment via UPS or FedEx, please include your unit Account Number on the UPS or FedEx form, or, email your account number to: Centralreceiving@montgomerycollege.edu. and we will complete the form for you.