



**Please check one.**

**UPS Account Request Form**

Please E-mail or Fax your completed Form to Ann Williams

Email - [AWilliams@uams.edu](mailto:AWilliams@uams.edu) Fax Number - (501) 686-5077

**New Account Set-up - Please leave the UPS Shipper Number line blank in the form below.**

**Existing Account for Conversion**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **UPS Shipper Number:** |  | | | | |
| **Department Name:** |  | | | | |
| **Main Contact:** |  | | | **Room Number** |  |
| **Pick-up Address:** |  | | | **Slot Number:** |  |
| **City:** |  | **State:** |  | **Zip:** |  |
| **Phone Number:** |  | | | | |
| **E-mail Address:** |  | | | | |
|  |  | | | | |
| **Billing Address:** |  | | | **Slot Number:** |  |
| **City:** |  | **State:** |  | **Zip:** |  |
| **Fund/Center Numbers OR WBS Element:** |  | | | | |
| **Number of UPS Users**  **Needing User Ids’:** |  | | | | |

*For any questions about this form, please contact Ann Williams at 501-686-6132*

Please select the supplies that your office will need from UPS. These supplies are free to your department. For more information on these supplies, please visit the UPS website at [www.ups.com.](http://www.ups.com)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | QTY |  | Item | QTY | | Item | |
|  |  |  | **Letter Express Envelope** |  |  | | **UPS Express Reusable Envelope** |
|  |  |  | **Legal Express Envelope** |  |  | | **UPS Legal Express Reusable Envelope** |
|  |  |  | **Express Pak** (16” x 12.75”) |  |  | | **UPS Pad Pak** |
|  |  |  | **Large Express Box** (18” x 13”x 3”) |  |  | | **Lab Pack - Diagnostics and Blood** |
|  |  |  | **Medium Express Box** (15” x 11”x 3”) |  |  | | **Saturday Delivery Highlight Stickers** |
|  |  |  | **Small Express Box** (13” x 11” x 2”) |  |  | | **Peel-and-Stick Label** (8.5” x 11”; 2 per sheet) |
|  |  |  | **Express Tube** (38” x 6” x 6”) |  |  | | **International Waybill Pouch** |
|  |  |  | **Internet Address Pouch** |  |  | | **UPS Service Guide** |
|  |  |  |  |  |  | |  |

Are you currently using a drop box on campus, or is your current carrier picking up your shipments from your location?

Drop Box  Scheduling On Call Pick-up w/ carrier  Daily Pick-up (Driver stops by Daily)

How often will you have shipments going out of your department?  Once a dayA few a week

Occasionally

Do you have any special requests or needs that UPS needs to know about?

*If yes, we will contact you to discuss your needs. (International, Biomaterials,*

*Hazardous Materials)* Yes No