

VIRGINIA TECH MAIL SERVICES
UPS® and FedEx® TRANSACTION CARD

Please complete a separate card for each package.

Organization Number

Index/Fund

Organization Name

Date

Initials

Telephone

Cheapest Option or:

FedEx®

Ground

Express

UPS®

Ground

2nd Day Air

Overnight Air

International

Phone Number of Recipient: _____

3 Day Select

Please select type for destination: Commercial or Residential

Shipped to

Address

City

State

Zip

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