

UPS Store Shipping Information

(for University of Michigan Center for Global and Intercultural Study events)

The UPS Store coordinates all shipping for CGIS events. The UPS Store handles all carriers. Please print and **fax** the completed form to the UPS Store before packages arrive (**734-662-9779**). For additional information please contact the UPS Store at 734-662-7777.

Organization _____

Contact Name _____ Phone _____

Email _____ Fax _____

Date attending _____ Approx. # pkgs _____

Credit Card # _____ Exp. Date _____

Name on Card _____ Zip Code _____

(credit card will be charged after packages are received at the UPS Store)

Instructions

- The UPS Store will receive packages for CGIS events at our location and deliver them to the event site on the day of the event.
- **All packages must be marked with the name of the organization attending the event.**
- **The charge is \$25 per package.*** Payment arrangements required before the packages can be delivered to the event.

*Please note: The UPS Stores are independently owned franchises. Our services cannot be charged to a UPS account. Packages should arrive 1 to 5 days before the event. There will be extra charges for packages arriving the day of the event, and we cannot guarantee delivery by the start of the event.

Shipping Address

The UPS Store
Attn: Your Organization Name – Global Education Fair
2232 S. Main Street
Ann Arbor, MI 48103-6938

Additional Services After Event Ends

The UPS Store picks up packages and returns them to our store for Pick-up by UPS / FedEx on your account (**Keep your tracking number!**).

\$25/box Yes _____ No _____

The UPS Store picks up packages and ships them at UPS retail rates (If Yes, UPS: 1day 2day 3day Ground)

\$25/box + shipping Yes _____ No _____

The UPS Store packs outgoing parcels at standard charge

Yes _____ No _____

Packages picked up by the UPS Store will be shipped the following business day. Please account for this when you choose your shipping service.

Incoming packages (UPS Store use only)

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