JOB # : _____ | **Address Files - Info Needed** |

Customer Name: _____

Shipping Date: _____

Description: _____

Shipping From:
Bldg. A (6845) _____
Lettershop _____
Bldg. B (6905) _____
STP _____

Billing Type:
Pre-Paid _____
Third Party _____ Account # _____

Shipping Carrier:
UPS _____ **T.P. Add:** _____
FedEx _____ _____
LTL _____ _____
GLS Truck _____ _____
Other: _____

Shipping Method: _____

Express Shipping: **REQUIRED: attach email indicating the Shipment Service Level**

Special Instructions: Examples: arrive by date, keep in order, name match, blind ship, etc.

_____

_____

_____

Ref. # / Cost Center # _____

_____

_____

Weight per Piece/Lbs: _____ Dimensions: _____

Scans:
Yes _____
No _____

Tracking Numbers:
Yes _____
No _____

JOB # : _____   **Reminders --- To Do**

Take out Symbols:	& " ' ( ) @ #	☐
Character Limits:	30 is max per cell	☐
Zip Codes:	Change column to Text for zip/postal codes that need zeros	☐
Res/Comm: Y / N	Run Ozlink - column "Residential YN" shipments need a Y / N	☐
PO Box:	Search the word "*Box*" to segregate all PO Box addresses	☐
State Column:	Search letters "*PR*" and "*VI*" to segregate - Int'l shipments	☐
Ref. # / Cost Center #	Make sure any additional Reference Numbers are listed	☐
ALL FedEx and Int'l Shipments:	Need phone # - **Int'l:** Need Commercial Invoice, Chng to Print ONLY Payment Terms: **ALWAYS** chng to DDP or DDP to Third Party	☐
USPS Int'l Mail Drops:	Include FULL spelling of the Country on the label	☐
Prior To Importing:	Check PS for ANY shipping changes	☐

IMPORTING NOTES

Total Shipments: _____

Domestic Records: _____
Batch Number: _____
Start Ship ID: _____
End Ship ID: _____
Checked: QC'd ☐   QC'd ☐   QC'd ☐

International Records: _____
Value: $_____
Batch Number: _____
Start Ship ID: _____
End Ship ID: _____
Checked: QC'd ☐   QC'd ☐   QC'd ☐

PO Boxes: _____
Batch Number: _____
Start Ship ID: _____
End Ship ID: _____
Checked: QC'd ☐   QC'd ☐   QC'd ☐

Gave Labels To: _____

JOB # : _____

Total Shipments: _____

Domestic Records: _____
Batch Number: _____
Start Ship ID: _____
End Ship ID: _____
Checked: QC'd ☐   QC'd ☐   QC'd ☐

Domestic Records: _____
Batch Number: _____
Start Ship ID: _____
End Ship ID: _____
Checked: QC'd ☐   QC'd ☐   QC'd ☐

Domestic Records: _____
Batch Number: _____
Start Ship ID: _____
End Ship ID: _____
Checked: QC'd ☐   QC'd ☐   QC'd ☐

Domestic Records: _____
Batch Number: _____
Start Ship ID: _____
End Ship ID: _____
Checked: QC'd ☐   QC'd ☐   QC'd ☐

Domestic Records: _____
Batch Number: _____
Start Ship ID: _____
End Ship ID: _____
Checked: QC'd ☐   QC'd ☐   QC'd ☐

Domestic Records: _____
Batch Number: _____
Start Ship ID: _____
End Ship ID: _____
Checked: QC'd ☐   QC'd ☐   QC'd ☐