

RICOH SHIPPING REQUEST & DECLARATION FORM

SHIPPING FROM	
NAME	
TELEPHONE	
EMAIL	

SHIP TO	
NAME	
ATTENTION	
STREET	
CITY	
STATE	
ZIP CODE	
TELEPHONE <i>(Required for International)</i>	

UPS		
GROUND SERVICE		<input type="checkbox"/>
3 RD DAY SELECT	<i>Package Only</i>	<input type="checkbox"/>
2 ND DAY AIR		<input type="checkbox"/>
2 ND DAY AIR EARLY A.M.		<input type="checkbox"/>
NEXT DAY AIR SAVER	<i>By End of Day</i>	<input type="checkbox"/>
NEXT DAY AIR		<input type="checkbox"/>
NEXT DAY AIR EARLY A.M.		<input type="checkbox"/>
SATURDAY DELIVERY	<i>Not Available in All Locations</i>	<input type="checkbox"/>
DECLARED VALUE OVER \$100:	<i>Most UPS Packages Sent Out Come With \$100 Declared Value Included.</i>	<input type="checkbox"/>
\$		

USPS		
EXPRESS		<input type="checkbox"/>
CERTIFIED		<input type="checkbox"/>
RETURN RECEIPT		<input type="checkbox"/>
MEDIA		<input type="checkbox"/>
DECLARED VALUE	\$	
OTHER		<input type="checkbox"/>

DATE	Click here to enter a date.			
TRACKING NUMBER				
# OF PKGS.				
COST CENTER				
BUSINESS	<input type="checkbox"/>	PERSONAL	<input type="checkbox"/>	
SIGNATURE REQUIRED	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
IS THE PACKAGE SEALED?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
RESIDENTIAL	<input type="checkbox"/>	BUSINESS	<input type="checkbox"/>	

FEDEX		
GROUND SERVICE	<i>1-5 Business Days</i>	<input type="checkbox"/>
EXPRESS SAVER	<i>By 4:30 PM 3rd Business Day</i>	<input type="checkbox"/>
2 ND DAY AIR	<i>By 4:30 PM 2nd Business Day</i>	<input type="checkbox"/>
STANDARD OVERNIGHT	<i>By 3 PM Next Business Day</i>	<input type="checkbox"/>
PRIORITY OVERNIGHT	<i>By 10:30 AM Next Business Day</i>	<input type="checkbox"/>
FIRST OVERNIGHT	<i>By 8 – 9:30 AM Next Business Day</i>	<input type="checkbox"/>
DECLARED VALUE	\$	

DECLARATION OF CONTENTS	
Does not contain any lithium batteries.	<input type="checkbox"/>
Contains lithium batteries that are ' contained in ' equipment.	<input type="checkbox"/>
Contains lithium batteries that are ' packed with ' equipment.	<input type="checkbox"/>
Contains ' standalone ' lithium batteries. <i>Ground Service Only!</i>	<input type="checkbox"/>
Package does not contain any Lithium Batteries or Electronic Devices containing Lithium Batteries.	<input type="checkbox"/>
Package does contain Lithium Batteries or Equipment containing Lithium Batteries that are not compromised, and/or damaged in any way and are fully intact. <i>(Select the applicable check box)</i>	<input type="checkbox"/>
Contains less than 1 gram lithium content for Lithium Metal cells and less than 2 grams lithium content for Lithium Metal batteries.	<input type="checkbox"/>
Is less than 20 Wh for Lithium Ion cells and 100 Wh for Lithium Ion batteries.	<input type="checkbox"/>
I certify that this package does not contain any of the following Hazardous Materials: Photographic equipment, torch/flashlight, dry batteries, wet cell batteries, alkaline batteries, solar charger, ultra capacitor, chemicals (agricultural/industrial/household/volatile), toxic or corrosive substances, pesticides, compressed gases, flammable liquids, perfumes, resins, inks, paints, sealants, adhesives, mercury, fireworks, ammunition, flares, nail polish, pesticides, wax, glue, spray paint, lighter fluid, radioactive substances, pharmaceuticals, compressed gases, dry ice, medical equipment, vaccines or virus samples or anything that would qualify as Dangerous Goods or Hazardous Materials.	<input type="checkbox"/>
Describe the contents of this package if it does contain any of the items listed above. <u>Be specific</u> (i.e. tablet, Smartphone, laptop, alkaline battery, flammable liquids, etc.)	

By signing, I confirm that the information given in this form is true, accurate and complete.

Customer's Name (Printed)

Customer's Signature

RICOH SHIPPING REQUEST & DECLARATION FORM

SHIPPING LABEL

Ricoh Associate's Name (Printed)

Ricoh Associate's Signature