

# US and International Parcel Mailing Form

## SENDER INFORMATION

Sender Name:	
Department:	
Email Address: (For Tracking Number)	

## RECIPIENT INFORMATION

Recipient Name:	
Address:	
Phone Number:	
Email Address:	

## PRODUCT INFORMATION

Contents of Parcel:	
Approximate Value of Items being Shipped:	
Where Item was Made:	
Instructions if Parcel is Undeliverable:	<input type="checkbox"/> Return to Sender <input type="checkbox"/> Abandon Parcel

## OTHER INSTRUCTIONS

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**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_