



## Faculty, Staff & Departmental Mail Services Request Form

### RICOH SHIPPING DECLARATION FORM

*Required for business and/or personal box or package shipments that are not letter mail or a flat shipping envelope*

Date

Name

Department

Postage Account

#### STAMPS

Quantity Requested

Mail Services Staff Use

Amount

#### METERED MAIL

Approx # of Pieces

Postmark Date

Amount

#### FEDERAL EXPRESS

Overnight delivery

Home delivery

Standard overnight

Ground

2-Day delivery

Amount

Send to

Company Name

Phone Number

Address Line 1

Address Line 2

City

State

Zip Code

Country

Declared Value

Email address for  
tracking number

#### DECLARATION OF CONTENTS

Does not contain any lithium batteries

Contains lithium batteries that are 'contained in' equipment

Contains lithium batteries that are 'packed with' equipment.

Contains 'standalone' lithium batteries. *Ground Service Only!*

Package **does not** contain any Lithium Batteries or Electronic Devices containing Lithium Batteries.

Package **does** contain Lithium Batteries or Equipment containing Lithium Batteries that are not compromised, and/or damaged in any way and are fully intact.

*(Select the applicable check box)*

Contains less than 1 gram lithium content for Lithium Metal cells and less than 2 grams lithium content for Lithium Metal batteries.

Is less than 20 Wh for Lithium ion cells and 100 Wh for Lithium Ion batteries.

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, perfums, 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.

Describe the contents of this package if it does contain any of the items listed above. Be specific (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.

Print Name

Signature