

State Mail Services (SMS) UPS Shipping Form

(attach to each package)

*Mail Stop Code				-			<i>A five digit number assigned by SMS.</i>
Agency Budget or Cost Code							<i>Internal tracking numbers agencies have submitted to SMS.</i>

If Agency Budget or Cost Code is blank the postage will be charged to the agency's default account.

*Sender's Name:	
*Sender's Phone:	
Sender's Email:	

<i>Shipping To:</i>			
*Destination/ Company Name:			
Attention:			
*Delivery Address: (no PO Boxes)			
*City:			
*State:		*Zip Code:	

*Type of Service: (Check Only One)

Consult SMS Mail Services Guide for explanation of services.

- UPS Ground
- 3 Day Select
- 2nd Day Air
- 2nd Day Air AM
- Next Day Air Saver
- Next Day Air
- Next Day Air Early AM

Check One:

- Residential Commercial

Additional Insurance: Yes No

Package is automatically insured up to a value of \$100. Insurance for anything over \$100 must be requested. Additional coverage is available for \$1.20 for values between \$100.01 and \$300, and \$0.40 per \$100 for values between \$300.01 and \$50,000.

Insured Value: \$_____

Please contact SMS if you have any questions:

(804) 236-3592 • www.dgs.virginia.gov/SMS • StateMail@dgs.virginia.gov

<i>For SMS Use</i>		
Date Shipped:	Amount Charged:	UPS Tracking Number: 1Z2YX593 _____