

**Titan Print and Mail
SHIPPING REQUEST & DECLARATION FORM**

Deadlines: All mail and packages need to be processed by 1:00pm daily for carrier pick up except for USPS. USPS picks up at 8:00AM. Please contact TPM if mail needs to be sent out the same day & the pickup time has passed.

Date: _____

Name: _____

Email: _____

Phone Number: _____

Department and code number to be charged to:

Index Fund Organization Account Program

Time and date the package must arrive by:

Time: _____ am/pm (circle one) Date: _____

Declared Value: _____

Description of Contents: _____

For Cheapest Shipping Option Check Mark Box
Or Select a Specific Shipment Option Below

USPS Pick Up 8:00 AM	
Certified RR	1-5 Business Days
Priority Mail	1-3 Business Days
Express	1-2 Business Days
Other:	

FedEx Drop Off 2:00 PM	
Ground Service	1-5 Business Days
Other	

UPS Pick Up 2:00 PM	
Ground Service	1-5 Business Days
Other	

SHIP TO	
Circle one:	Residential or Business
Name:	
Attention:	
Street:	
City:	
State:	
Zip Code:	
Country:	International fill out custom form below
Telephone:	

SHIPPING FROM	
<i>Please print address if you would like different from TPM</i>	
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 contain lithium batteries or equipment containing Lithium Batteries that are not compromised, and/or damaged in any way and are not 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: Hand sanitizer or sanitizing products, photographic equipment, torch/flashlight, dry batteries, wet cell batteries, alkaline batteries, solar charger, ultra-capacitor, chemicals(agricultural/industrial/households/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 Good or Hazardous Materials.	<input type="checkbox"/>

Customer Print:

Customer Signature:

Ricoh Associate's Print Name:

Ricoh Associate's Signature:

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Additional Shipping Information:

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FOR INTERNATIONAL SHIPPING DECLARATION

DECLARATION OF COMMODITIES

Please circle one: Gift, Document, Commercial Sample, Merchandise, Dangerous Goods, Returned Goods, Humanitarian Donation, Other _____

Qty.	Detailed Description of Commodity	Country of Origin	Currency Type	Item Value	Subtotal
				\$	\$
				\$	\$
				\$	\$
				\$	\$
				\$	\$
				Total	\$