

Express Mail Office of the University of Pittsburgh
UPS CampusShip Setup Information
All of the following information is required

Contact Name _____

Department Name _____

Contact Phone # _____

Contact Email _____

Shipper Information:

This is the information that will show up on the label when printed

Shipper Name _____
(this can be either a person's name or department name)

Address _____
complete street address, building and room #

city, state, & zip

Phone # _____

Reference # _____
(Pitt 32-digit account #)

**If you have a preferred user name and password please include it.
If not one will be assigned.**

User Name _____
(must be 6-16 characters)

Password _____
(must be 6-10 characters and contain both letters and numbers)

Once the information is completed, please fax this sheet to the
Express Mail Office at 412-244-7070 or email to aamrhein@bc.pitt.edu