Express Mail Office of the University of Pittsburgh

UPS CampusShip Setup Information

All of the following information is required

Contact Name

Contact Phone #

Contact Email

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

Shipper Name

(address can be either a person’s name or department name)

Address

street address 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

(has to be 6-16 characters)

Password

(has to be 6-10 characters and contain both letters and numbers)

Once the information is completed, please fax this sheet to the attention of Amanda at the Express Mail Office at 412-624-8616.