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 _____

Financial Responsibility Contact _____

Financial Responsibility Phone # _____

The information below will show up on the label when printed:

Shipper Name
(35 Characters Max)

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

Address

_____
complete street address, building name 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 8-26 characters and contain at least 3 of the following types: lowercase letters, capital letters, numerals, special characters, or spaces)

Once the information is completed, please fax this sheet to the attention of Betsy Scott at the Express Mail Office at 412-624-6590 or email to bscott@bc.pitt.edu