



## PERSONAL SHOPPING ORDERS: POSTAL SERVICE

NAME \_\_\_\_\_

BEST PHONE NUMBER TO REACH YOU \_\_\_\_\_

ADDRESS FOR DELIVERY \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

PACKAGES DROPPED OFF \_\_\_\_\_

LETTERS MAILED \_\_\_\_\_

SERVICE USED TO SEND PACKAGES/LETTERS

USPS \_\_\_\_\_

UPS \_\_\_\_\_

FEDEX \_\_\_\_\_

DO YOU NEED SPECIAL DELIVERY \_\_\_\_\_

HOW FAST DO YOU NEED THE PARCEL TO ARRIVE \_\_\_\_\_

WHERE IS IT BEING SHIPPED? (Please include complete street address and country if it is being sent overseas)

\_\_\_\_\_

DO YOU NEED ANY ADDITIONAL ITEMS FROM THE POSTAL VENDOR \_\_\_\_\_

ANY SPECIAL INSTRUCTIONS \_\_\_\_\_

WHEN DO YOU NEED YOUR ORDER COMPLETED? \_\_\_\_\_

**IF YOU ARE E-MAILING YOUR PDF ORDER TO US DURING BUSINESS HOURS AND DO NOT RECEIVE A PHONE CALL CONFIRMING YOUR ORDER WITHIN 3 HOURS, PLEASE CALL US DIRECTLY.**

**IF YOU HAVE ADDITIONAL QUESTIONS OR CONCERNS, PLEASE FEEL FREE TO CONTACT US USING ANY OF THE METHODS LISTED BELOW AND WE WILL BE HAPPY TO ASSIST YOU!**



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