

Account # Name Amount				
Send to	We only ship to the current address in the system. If your address has changed, you will need to call toll free our Business Office at 800-724-4000.			
D	ACH (Coming Soon) ACH Electronic (Bank) Transfer (prior authorization required) Cut off time is 3pm Mon-Sat			
	Regular Mail USPS Regular Mail Delivery to street address & post office boxes, Mon-Fri, no holidays! Please allow 14 business days before considering mail lost. Checks are typically sent next business day. 			
	USPS Express Overnight			
E.	 \$19.99 USPS Express 1 to 2 business days delivery 	 No Signature Required Package may be left without obtaining a signature for delivery. 		
R	Cut off time is 1pm Mon-Sat	 Direct Delivery Sig. Required Anyone at recipient's address may sign for delivery. 		
Y	Fed Ex Overnight			
Please select ACH,	\$45 FedEx Standard Overnight	 No Signature Required Package may be left without obtaining a signature for delivery. 		
Regular Mail, USPS Express, or	Delivery to street address only Mon-Fri, no holidays!	 Direct Delivery Sig. Required Anyone at recipient's address may sign for delivery. 		
FedEx to the right	<u>Cut off time is 3pm Mon-Fri</u>	 Indirect Delivery Sig. Required If no one is available at recipient's address, anyone at neighboring address may sign for delivery. 		

Internal Use Only			
CSR initials	Time	Date	
• Entered into negative adjustment log			