

Shipping Request Form



Mail & Office Services
mos@sva.edu

Date

Ship to Address

Please print legibly

Target delivery date: _____

Recipient Name

Company/Organization Name

Street Number / Name

City / State

Postal Code

Country

Recipient Telephone Number

Declared Value/Estimated Value of Shipment

Sender Contact Information

SVA Department Contact Name

Phone Ext#

Email

*Notification with online
tracking information will be
emailed to this address.*

SVA Department

GL Code

Authorization Signature

International only

International Shipments have a minimum of 2–6 days to Europe and 3–8 days for Asia subject to custom clearance. A description of contents is required for international shipments.

Contents include:

Notes to Mail & Office Services staff: