

# Shipping UPS

When you bring a package to KCH Receptionist for shipping you are to bring that person the following information:

1. Company Name
2. Attention
3. Street Address
4. City
5. State
6. Zip Code
7. Country
8. Phone (preferably recipient's)
9. Email (preferably recipient's)
10. Is the address Residential/Business
11. Do you want Ship Notification or Delivery Confirmation (your e-mail if yes)?
12. What are you shipping and why
13. Weight in pounds/ounces
14. Length, Width and Height of package in inches
15. Insured value
16. Do you want Delivery Confirmation?