

Johns Hopkins University

Office of the Treasurer

Suite C-020
1101 E 33rd Street
Baltimore, Maryland 21218
443-997-8120

Courier Pick up Request

Location Information

*You must complete all fields marked with **

* DivisionName _____	* Location Address _____
* Division Contact _____	* Suite/Room # _____
* Contact Phone # _____	* City/State/Zip _____
* Contact E mail _____	* Phone Number _____

Special Instructions: Please note any any special instructions for the driver, such as where the courier should park the truck, where they should enter the building. Also, any special instructions for the driver once they enter the building.

Type of Courier Pick up Requested

Indicate the service you require.

Schedule a regular courier pick up

(If you are requesting a regular courier pick up please check the day(s) you would like to schedule a pick up.)

Monday Tuesday Wednesday Thursday Friday

Please indicate your preference of pick up time.

Morning Pick Up between the hours of 9:00 - 12:00 Afternoon Pick Up between the hours of 12:00- 5:00

We will try to accomodate your request for days and times, however, due to current scheduling this may not be possible. Please note below any special circumstances that require spefic date(s) and time(s).

Schedule a special one time courier pick up

Please choose the day for the pick up Please enter your preferred time

We will try to accomodate your request , however, due to current scheduling this may not be possible. Please note below any special instructions.

Manager/Supervisor Authorization

* Manager Name _____	_____
* Manager Phone Numer _____	Date Requested _____
* Manager E Mail _____	_____

NOTE: Please submit this form by clicking on the Submit by E mail button or print out a copy and fax it to the Office of the Treasurer 443-997-4188