

RICOH SHIPPING REQUEST & DECLARATION FORM

DATE	
# OF PACKAGES	
TRACKING NUMBER (If Applicable)	

SHIPPING FROM	
NAME	
TELEPHONE	
EMAIL	
ORG CODE <i>(Required)</i>	

SHIP TO	
(If more than one, see second page)	
NAME	
ATTENTION	
STREET	
CITY	
STATE	
ZIP CODE	
TELEPHONE <i>(Required for International)</i>	

USPS (Default)	
GROUND	<input type="checkbox"/>
PRIORITY	<input type="checkbox"/>
EXPRESS	<input type="checkbox"/>
MEDIA MAIL (Books, Recordings, Scripts, etc.)	<input type="checkbox"/>
DECLARED VALUE	\$ _____.

<p>ADDITIONAL SHIPPING INSTRUCTIONS</p>	
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DECLARATION OF CONTENTS	
Does not contain any lithium batteries.	<input type="checkbox"/>
Contains lithium batteries that are “ contained in ” equipment.	<input type="checkbox"/>
Contains lithium batteries that are “ packed with ” equipment.	<input type="checkbox"/>
Contains “ standalone ” lithium batteries. (Ground service only)	<input type="checkbox"/>
Package does not contain any lithium batteries or electronic devices that contain lithium batteries.	<input type="checkbox"/>
Package does contain lithium batteries or equipment containing lithium batteries that are not compromised, and/or damaged in any way and are fully intact.	<input type="checkbox"/>
<p>(Select the applicable check box)</p> <ul style="list-style-type: none"> ● Contains less than 1 gram lithium content for lithium metal cells and less than 2 grams lithium content for lithium metal batteries. <input type="checkbox"/> ● Is less than 20 Wh for lithium ion cells and 100 Wh for lithium ion batteries <input type="checkbox"/> 	
<p>I certify that this package does not contain any of the following hazardous materials: photographic equipment, torch/flashlight, dry batteries, wet cells batteries, alkaline batteries, solar charger, ultra capacitor, chemicals (agricultural/industrial/household/volatile), toxic or corrosive substances, pesticides, compressed gases, flammable liquids, perfumes, resins, inks, paints, sealants, adhesives, mercury, fireworks, ammunition, flares, nail polish, pesticides, wax, glue, spray paint, lighter fluid, radioactive substances, pharmaceuticals, compressed gases, dry ice, medical equipment, vaccines or virus samples or anything that would qualify as dangerous goods or hazardous materials. <input type="checkbox"/></p>	
<p>Describe the contents of this package if it does contain any of the items listed above. <u>Be specific</u> (i.e. tablet, smartphone, laptop, alkaline battery, flammable liquids, etc.)</p>	

By signing, I confirm that the information in this form is true, accurate and complete.

Customer's Name *(Printed)*

Customer's Signature

ADDITIONAL ADDRESSES

Ricoh Associate's Name (Printed)

Ricoh Associate's Signature