

Aspen Copies 505-661-3008  
1907 Central Avenue  
Los Alamos, NM 87544

**FedEX Shipping: Circle One of the Following**

- \* Priority Overnight \* Standard Overnight \* 2 Day
- \* Express Saver \* Ground \* Home Delivery

To Name/Co: \_\_\_\_\_

From : \_\_\_\_\_

Attn: \_\_\_\_\_

Your Address: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

\_\_\_\_\_

Packed By: Customer Store (Value > \$100 subject to inspection)

Phone \_\_\_\_\_

Is this going to a home residence: Yes or No

Package Wt \_\_\_\_\_ Dimensions \_\_\_\_\_ (L) X \_\_\_\_\_ (W) X \_\_\_\_\_ (H) Packaging \$ \_\_\_\_\_

Contents \_\_\_\_\_ Declared Value \$ \_\_\_\_\_ Shipping Cost \$ \_\_\_\_\_

Today's Date \_\_\_\_\_ Tracking # \_\_\_\_\_

**I agree to the terms on reverse.** No hazardous material shipments permitted. If you pack your parcel, you are responsible for packing in a manner to avoid damage. You assume liability for damage due to improper packing. If a claim is to be made you must notify Aspen Copies in 15 actual days. We track packages as best as we can, you can track your package at [www.fedex.com](http://www.fedex.com).  
Customer Signature \_\_\_\_\_

Aspen Copies acts as an agent in handling parcels for their customers.

Any and all correspondence resulting from a loss or damage claim will be with Aspen Copies. The shipper must notify Aspen Copies within **48 hours** of a claim to be made. If a declared value is not entered on this form, the shipper agrees that the value is not greater than \$100.

In the event of a parcel damage claim you will need the following: must have your original receipt, notation of obvious damage on the carrier's delivery document, retention of all cartons and packing materials, notify Aspen Copies within **48 hours and no later than 15 days**. In the event of loss or damage, the shipper must produce a proof of value to the carrier's satisfaction. The amount declared by the customer at the time of shipment is not an acceptable proof of value and purchasing insurance is not a guarantee of payment and the carrier decision is final. Aspen Copies will not assume liability for payment of a claim in the event the carrier denies a claim in full or part. Aspen Copies is not liable for a claim that goes unreported for more than **15 days**.

Aspen Copies will not be liable for failure of the carrier to timely delivery or for in-correct address. The delivery dates and time are estimates on our part and are based on information given by the carrier. Aspen Copies will not be liable for any damages, whether direct or incidental, special or consequential, including but not limited to, loss of income or profits arising from loss, damage, delay, mis-delivery of a shipment. Customer warrants that the address label is complete and accurate and agrees to not hold Aspen Copies liable for packages that are lost or mis-delivered because of an inaccurate address and no refund will be given for return packages for inaccurate address.

Aspen Copies will not be liable in the event of breakage with a customer's parcel. Please pack your parcel in a manner to avoid damage, you are responsible for doing so.

Aspen Copies has the right to open a package for inspection. This form must be signed by customer for a claim.

Aspen Copies has the right to refuse service for any reason.

Artwork can only be insured for \$500. Shipper has the right to purchase insurance through their own insurance company.