



Overnight Shipping

Please consult this table to determine which overnight shipping company would be most cost effective when you mail a document. Consider the weight of your package and necessary delivery time when making a decision. Packing labels and envelopes are located on the shelf next to the copier.

<u>Company</u>	<u>Cost</u>	<u>Weight Limit</u>	<u>Delivery Time</u>
Zippy	\$20.50	2 lbs.....	10:00 a.m.
Lightning.....	\$15.75	1 lb., 4 oz.....	1:00 p.m.
Speed Air.....	\$11.95	none.....	3:00 p.m.