



## 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.
Pronto .....	\$10.99 .....	10 oz. ....	12:30 p.m.