



**21 S. Western, Liberal, Kansas 67905  
(620) 626-4232 or (800) 272-6045**

We, Just 4 U Services, are once again privileged to be able to assist you with your freight that is coming to the Annual Liberal Gas Compressor Institute in April 2012. Our services include the following:

- Receive freight at, JUST 4 U Services, 21 S. Western Ave. Liberal, KS 67901, prior to institute.
- Please send this form ASAP – we will inform you if your freight is not received at our warehouse by noon, Friday April 13.
- Have crates, containers and boxes in booth day of set up, Monday, April 16, 2012.
- Hold crates, containers during institute.
- Remove freight after institute is over – April 18, after 1 p.m.

All freight will be shipped collect or billed to your UPS or FED EX account number after the institute, unless prior arrangements are made. Service fees of \$30 per 100# with a 300# minimum will be billed to your company or charged to a credit card.

Please fill out the following information for all freight coming to this institute BEFORE it is shipped to us by Monday, April 2, if at all possible so we can be prepared. We will provide our 5000# fork-lift at the show, if needed, the day of set-up and tear down. If you have questions, call Eileen at 800-272-6045/620-626-4232 or e-mail [eileenrice34@yahoo.com](mailto:eileenrice34@yahoo.com). Please fax this form ASAP to 620-626-4233 or e-mail it to [eileenrice34@yahoo.com](mailto:eileenrice34@yahoo.com).

**Before Institute (Shipping from) Information**

Company Name \_\_\_\_\_  
 Contact Person \_\_\_\_\_ Phone \_\_\_\_\_  
 Total Pieces \_\_\_\_\_ Total Weight \_\_\_\_\_ Carrier \_\_\_\_\_  
 Tracking or Pro Number (if available) \_\_\_\_\_  
 Date Shipping \_\_\_\_\_ Booth # \_\_\_\_\_ Institute Contact \_\_\_\_\_

**After Institute (Shipping to) Information**

Company Name \_\_\_\_\_  
 Contact Person \_\_\_\_\_ Phone \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Freight Carrier \_\_\_\_\_ Ship Collect? \_\_\_\_\_ OR on your Freight carrier's shipper # \_\_\_\_\_

If your carrier is picking up, estimated pick up date: \_\_\_\_\_

OR if you want us to ship with UPS or FED EX on your account # please fill out info below:

Charge to UPS # \_\_\_\_\_ OR FED EX # \_\_\_\_\_

**Note:** If you do NOT have a UPS or FED EX account # then we can return ship on our UPS account and we will bill your credit card for the shipping, along with the service fees, please initial on line below.

\_\_\_\_\_ **We do not have a UPS or FED EX account # so please ship on your UPS account and bill as stated above.**

UPS                      OR                       FED EX and bill me as stated above.

**Billing Information**

Company Name \_\_\_\_\_ PO# \_\_\_\_\_  
 Contact Person \_\_\_\_\_ Phone \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 American Express       MasterCard       Visa      **Please list zip code associated with card:** \_\_\_\_\_  
 Credit Card # \_\_\_\_\_ Expiration Date \_\_\_\_\_ Security Code # \_\_\_\_\_  
 Signature \_\_\_\_\_ Date \_\_\_\_\_