



## 24/7 FlexHub Product Kit Request

**Overview:** This form can be used by customers to request 24/7 FlexHub stocked products be packaged and staged by UPL Warehouse Services staff for pickup.

### Customer information

Name: \_\_\_\_\_

Date: \_\_\_\_\_

MSU email address: \_\_\_\_\_

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

Unit: \_\_\_\_\_

Dept: \_\_\_\_\_

### Delivery method

☐ Pickup at 24/7 FlexHub

☐ Delivery to campus mail room/dock area (Building: \_\_\_\_\_ Room: \_\_\_\_\_)

Work order #: \_\_\_\_\_

### Item information

24/7 FlexHub SKU	Quantity	Item description

### UPL staff only

Received by (initials): \_\_\_\_\_

Date filled: \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_