

# OFFICE SHIPPING CHARGES & FEES WORKSHEET

Postage and Shipping Expense Tracking Template

Department / Cost Center:

Statement Period:

Prepared By:

Date Submitted:

Date	Carrier / Service	Tracking / Reference No.	Recipient / Destination	Weight	Base Charge	Fees / Surcharges	Total Cost

Total Base Charges:

Total Fees & Surcharges:

Grand Total:

Notes & Business Purpose:

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Authorized Approval Signature Date