

Long Term Storage Intake Form

Transportation & Distribution Services provides departments with secure, cost-effective long-term storage (LTS) at our North Campus facility. To begin using LTS, complete this form and email it to our Distribution Services team at mailservices@uci.edu.

For billing information visit our LTS webpage: <https://parking.uci.edu/distribution/long-term-storage/>

Primary Contact Information

Name	Email	Phone Number
<input type="text"/>	<input type="text"/>	<input type="text"/>
Department of Affiliate	KFS Account Number	
<input type="text"/>	<input type="text"/>	

Pallet Content Details

Provide a brief overview of what is being stored:

How will you be transporting your items to our North Campus facility (Please use above address for deliveries)?

- ☐ I will deliver my items myself
- ☐ I will have a delivery service transport my items

Upon delivery, an LTS account will be created for your items.
You may view your inventory through our materials storage management site: <https://uci-tds.info/distribution-storage>

Item Delivery/ Retrieval

(Optional) How long do you intend to store your items at our North Campus facility?

- | | | |
|-------------------------------------|--------------------------------------|---|
| <input type="checkbox"/> 1-3 Months | <input type="checkbox"/> 6-9 Months | <input type="checkbox"/> Over a year |
| <input type="checkbox"/> 3-6 Months | <input type="checkbox"/> 9-12 Months | <input type="checkbox"/> Other (Please Specify) _____ |

How do you plan to pick up your items from our North Campus facility? (Choose all that Apply)

- ☐ Self pick-up
- ☐ Request delivery by Distribution Services

If requesting delivery by Distribution Services,
where on campus would you like your items delivered?

FOR OFFICE USE ONLY

LTS ACCOUNT ADMINISTRATOR:

DATE: