

Runners Online Order

<https://www.runnersinc.net/clientportal>

Click on "New Order"

New Order

[Import Orders from Excel](#)

Standard Mode **Express Mode**

Sender Information

Your Name* Email

Phone Instructions

Department [X Clear](#)

Pick Up & Delivery

| Pick Up Information | Delivery Information |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Company* <input type="text" value="WRLC: 901 COMMERCE DR"/></p> <p>Contact <input type="text" value="WRLC"/></p> <p>Street <input type="text" value="TAMMY HENNIG"/></p> <p>Street2 <input type="text" value="901 COMMERCE DR"/></p> <p>City* <input type="text" value="UPPER MARLBORO"/></p> <p>State* <input type="text" value="MD"/></p> <p>ZIP Code* <input type="text" value="20774"/></p> <p>Phone <input type="text" value="301-390-2000"/></p> <p>Email <input type="text"/></p> <p>Instructions <input type="text"/></p> <p>Make Default <input type="checkbox"/> Save Address <input type="checkbox"/></p> | <p>Address Book</p> <p>Company* <input type="text"/></p> <p>Contact <input type="text"/></p> <p>Street <input type="text"/></p> <p>Street2 <input type="text"/></p> <p>City* <input type="text"/></p> <p>State* <input type="text"/></p> <p>ZIP Code* <input type="text"/></p> <p>Phone <input type="text"/></p> <p>Email <input type="text"/></p> <p>Instructions <input type="text"/></p> <p>Make Default <input type="checkbox"/> Save Address <input type="checkbox"/></p> |

Company* (on the RIGHT):

Type a for American University Archives

Type ge for George Washington, Gelman Library, Special Coll. & Global Resources Center

Type ge for Georgetown University Bioethics Research Library

Type ge for Georgetown University Special Collections

Type georget for Georgetown University, Woodstock Theological Library

| Shipment Information | | | |
|-----------------------|--------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| RefNo | <input type="text"/> | <input type="text"/> | Weight |
| RefNo2 | <input type="text"/> | <input type="text"/> | Declared Value(\$) |
| RefNo3 | <input type="text"/> | <input type="text"/> | |
| RefNo4 | <input type="text"/> | <input type="text"/> | |
| Service Type* | 05 ECON | <input type="text" value="25"/> | Locked & Attached |
| Vehicle Type* | Van | Add a number of predefined package types | |
| Delivery Type | <input checked="" type="radio"/> One Way Trip <input type="radio"/> Round Trip | Auto Notification Email | |
| Pick Up Target From* | 03/28/2018 08:30 AM | Sender | beck@wrlc.org |
| Pick Up Target To* | 03/28/2018 08:30 AM | Pick Up | <input type="text"/> |
| Delivery Target From* | 03/28/2018 12:30 PM | Recipient | <input type="text"/> |
| Delivery Target To* | 03/28/2018 12:30 PM | <input type="text"/> <ul style="list-style-type: none"> On Submittal In Route To PU On Pickup In Route To Del On POD | |

Service Type*: 05 ECON

Vehicle Type*: Van

Delivery Type: One-way trip or Round Trip

Pick Up Target From*: it will always show the next day*

Pick Up Target To*: it will always show the next day*

Delivery Target From*: it will always show the next day*

Delivery Target to*: it will always show the next day*

*Please make sure that the next day is the correct date of when we will be open.

Ex. WRLC is closed on Saturdays, enter the date for the following Monday.

Add/Edit Packages

Add the amount of boxes according to their sizes

Add / Edit Packages



Total Added: 0

Close

BANKER BOX [0] -

Count

Set

Set & Close

Box [0] -

Count

20

Set

Set & Close

CLAM SHELL BX [0] -

Count

5

Set

Set & Close

PIECES [0] +

Skid [0] +

Auto Notification Email

Sender: beck@wrlc.org

- On Submittal
- On Pickup
- On POD

For American University Archives, two contacts:

Sender: beck@wrlc.org

- On Submittal
- On Pickup
- On POD

Recipient: Inellis@american.edu

- On Submittal
- On Pickup
- On POD

Continue

Submit Order

Print Labels

Revision #4

Created 7 March 2024 22:54:04 by Tammy Hennig

Updated 26 November 2025 15:21:16 by Jamie Kutzuba