

Federal Express

Shipment Request

Please use a separate form for each package

FROM:

Shipper's Name

Faculty Name (if applicable)

Project/Account

Package and Shipment Details:

Service Type – Please Select One

Standard Overnight Priority Overnight Ground

Package Type – Select Only One

FedEx Envelope FedEx Pak FedEx Box FedEx Tube

My Packaging (Enter Dimensions in inches below)

Width

Height

Length

Weight (lbs)

TO:

Country if Not USA

Recipient's Name

Company Name

STREET Address

Address Line 2

City

State

Zip

PHONE number, ext.

Is this a residence?

Please print and bring to the mailroom (Rm 1533) with your package before 1 p.m. on the day of shipment. After 1 p.m. bring to Alex (Rm 1539) or Dee (Rm 1549)