

FedEx Shipment Request

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), Dee (Rm 1519), or Treva(Rm 1549)

Shipper's name _____

Recipients Name _____

Recipients Street Address

City

State

Zip

Phone number -

Package Details for each package should be listed on separate forms unless identical

Number of packages _____

Weight in pounds _____

Service Type – Standard Overnight – Priority Overnight – Ground

Package Type – FedEx Envelope

FedEx Pak

FedEx Box

FedEx Tube

My packaging

Account to charge for shipment

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?

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