

Federal Express

Shipment Request

Please use a separate form for each package

FROM:			
Shipper's Name			
Chart Field			
Bill recipient			
Faculty / PI Name (if applicable)			
Faculty / PI Signature			
Justification:			
Package and Shipment Details			
Service Type – Please Select One			
Standard Overnight	Priority Overnight	Ground	
Package Type – Select Only One			
FedEx Envelope	FedEx Package	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?	

Take completed form and package to Emmy (room 1519) before 1 P.M. for same day pick-up. After 1 P.M. may result in next day pick-up.