

Print Clearly

SHIPPING REQUEST FORM

Shipping: Domestic International

Carrier: UPS FedEx DHL

*UPS and FedEx envelopes available upon request

1) Sender Information

Sender: _____

Sender Type (e.g. faculty,
staff, student): _____

Sender's Email: _____

2) Receiver Information

Recipient: _____

Company: _____

Address: _____

City, State _____ Zip Code _____

Country _____ Phone: _____
(For international shipping) (Necessary for international shipping)

What is being shipped?*

(*International shipping required for export & import forms)

3) Shipping Services

- Next Day
- Next Day A.M. Delivery
- 2 Day
- Ground (3-5 day)

- Express International
- Saver International

Schedule Pickup? (Y/N) _____

If no, package will be picked up on
next delivery made to office

4) Package Info

Weight (lb) _____

L x W x H (in.) _____

Value (international shipment only): _____

5) Payment

Speedtype: _____

Purpose: _____

Benefit: _____

Approved by: _____

PI's Signature _____ Date _____

Printed _____ Ext. _____

Office Use Only

Tracking: _____