

Federal Express Shipment Form

This form needs to be hand delivered (Sanger Hall 5-018) or faxed (828-9946)

We will no longer process this from e-mail

Domestic Shipments must be brought to the office before 2:30 p.m.

All International Shipments must be brought to the office by 1:30 p.m.

PI: _____ PI E-mail Address: _____

Shipment/Delivery Notification E-mail Address: _____

Grant Submission: _____ Yes _____ No

Grant Code to be charged: _____

Recipient FedEx Account number if they are paying: _____

Shipping Address: ***This address can not be a PO Box!***

Deliver to: _____ E-mail: _____

Business name: _____

Street Address: _____

City/State/Zip: _____

Must have Phone number: _____

Contents: _____

Dangerous Goods: _____ Yes _____ No

If you answer yes to Dangerous goods what type are they:

_____ Non-Infectious _____ Infectious

Box Dimensions: _____ L _____ W _____ H

Weight: _____ LB _____ OZ Dry Ice: _____ LB

Shipment Request: _____ Standard Overnight _____ Priority Overnight _____ 2 day

Standard overnight shipment unless requested otherwise