

SHIPPING MEMO FORM FEDERAL EXPRESS / UPS

DEADLINE: 3:30 PM

Senders Name: _____ Phone: _____ Date: _____

Email Address: _____ Budget to Charge: _____

PI / Faculty Name: _____

Ship via [check appropriate box(es)]:

Federal Express Shipments

- Next Day First (8 a.m. delivery)
- Next Day Priority (10 a.m. delivery)
- Next Day Standard (3 p.m. delivery)
- Second Day Delivery
- Saturday Delivery
- FedEx Ground Delivery

- International First
- International Priority
- International Economy
- Freight

UPS Shipments

- UPS Ground
- Insurance Requested

Amount _____

Commodity Code For International _____

SHIPPING INFORMATION:

Recipient's Name: _____

Company Name: _____

Street Address: _____

NO P.O. BOXES

Street Address: _____

NO P.O. BOXES

City: _____ State: _____

Zip: _____ Country (for Int'l shipment) _____

Recipient's Telephone Number: _____

Contents: _____

Packaging: _____

(i.e. FedEx Letter, FedEx Box, own packaging, etc.)

If package is not in a FedEx or UPS designed box, please provide weight & dimensions of package.