

Federal Express Shipping Request

Civil & Environmental Engineering

Turn completed form into the front office

Date: _____

1 TO: _____

Company: _____

Address: _____

City: _____ ST/C: _____ Zip: _____

Telephone (REQ): _____

Cannot ship to P.O. Box Address

2 FROM: _____

Dept: _____

Address: _____

Telephone (REQ): _____

3 PACKAGING

Fedex Env. Fedex Pack Other

Do not use Styrofoam for external packaging

5 SPECIAL SERVICES

Packaging/Wrapping

Saturday Delivery

Dry Ice _____ lbs

Hold for Pickup

Declared Value _____

Recipient Signature at Non-Business Delivery Address

4a EXPRESS PACKAGE SERVICE

First Overnight- 8:30AM Next Bus Day

Priority- 10:30AM Next Bus Day

Standard- 3:30PM Next Bus Day

2nd Day- 2nd Bus Day

Express Saver- 3rd Bus Day

4b EXPRESS FREIGHT SERVICE (150 lb's +)

1 Day

2 Day

3 Day

4c GROUND SERVICE

5 Bus Days or less in the U.S.

4d INTERNATIONAL SERVICE

Int'l Priority

Int'l Economy

Intl Freight

List Contents: _____

6 PACKAGE INFORMATION

Weight: _____

Box Dimensions: _____

7 BILLING

BU (2) ORG (5) Fund (4) Activity (5) Project (8) Account (5)

Chartfield (Req) _____ - _____ - _____ - _____ - _____

PI Signature _____

