

# School of Plant Sciences

## FED EX SHIPMENT REQUEST FORM

To ensure same day pickup before the office closes, please submit by 2:00 pm  
This allows for scheduling the pickup and for the 2-hour notice required by FedEx

### \*DELIVERY OPTIONS

#### DOMESTIC

<input type="checkbox"/>	Priority Overnight ( <b>by 10:30 AM</b> )
<input type="checkbox"/>	Standard Overnight
<input type="checkbox"/>	Express Saver (3-day)

#### INTERNATIONAL

<input type="checkbox"/>	International Priority
<input type="checkbox"/>	International Economy

### SENDER'S INFORMATION

Faculty Name: \_\_\_\_\_ \*Charge to Acct #: \_\_\_\_\_

\*Sender's Name: \_\_\_\_\_

\*Phone #: \_\_\_\_\_

\*E-mail Address: \_\_\_\_\_

### RECIPIENT'S INFORMATION

Charge to Recipient Fed Ex Acct #: \_\_\_\_\_ (if applicable)

\*Person Name: \_\_\_\_\_

Company: \_\_\_\_\_

Department: \_\_\_\_\_

\*Delivery Address: \_\_\_\_\_

(cannot be a PO Box)

City: \_\_\_\_\_ \*State: \_\_\_\_\_

Postal / Zip Code: \_\_\_\_\_ \*Country: \_\_\_\_\_

\*Phone #: (required) \_\_\_\_\_

E-mail Address: \_\_\_\_\_

### PACKAGE INFORMATION

<input type="checkbox"/> FedEx Envelope	<input type="checkbox"/> FedEx Pak	<input type="checkbox"/> FedEx Box	<input type="checkbox"/> FedEx Tube
Non-FedEx Box	Length: _____	Width: _____	Height: _____
Dimensions: (in inches)	_____		
*Weight of Dry Ice: _____	*Total Package Weight: _____		

### INTERNATIONAL PACKAGE

\*Description of Contents: \_\_\_\_\_

Number of Units: \_\_\_\_\_ Value for Customs: \$ \_\_\_\_\_

### \*REQUIRED INFORMATION