

# Chemistry Department Shipping Form

| <b>1. FROM</b> (Shipper)  |  |                          |                   |                                |       |
|---|--|--------------------------|-------------------|--------------------------------|-------|
| Date: _____   |  |                          | Department: _____ |                                |       |
| Name: _____   |  |                          | Building: _____   |                                |       |
| E-mail: _____   |  |                          | Room: _____       |                                |       |
| Phone #: _____  |  |                          | Approval: _____   |                                |       |
| Fund #: _____   |  | Org. #: _____            |                   |                                |       |
| <b>2. TO</b> (Recipient)  |  |                          |                   |                                |       |
| Country/Location: _____   |  |                          |                   |                                |       |
| Company: _____  |  |                          |                   |                                |       |
| Contact Name: _____   |  |                          |                   |                                |       |
| Delivery Address: _____   |  |                          |                   |                                |       |
| City: _____   |  | State: _____             |                   | ZIP: _____                     |       |
| Phone # _____   |  | ext: _____               | RGA # _____       | (Optional)                     |       |
| <b>3. PACKAGE AND SHIPMENT DETAILS</b><br>(Service Type)                |  |                          |                   | <b>International Shipments</b> |       |
| FedEx First Overnight   |  | FedEx 2Day               |                   | International First            |       |
| FedEx Priority Overnight  |  | FedEx Express Saver      |                   | International Priority         |       |
| FedEx Standard Overnight  |  | FedEx Ground             |                   | International Economy          |       |
| No. of packages _____   |  | Insurance                | Y                 | N                              | _____ |
| Weight _____  |  | Insurance value \$ _____ |                   |                                |       |
| <b>4. DESCRIPTION OF CONTENTS</b> (Required)                            |  |                          |                   |                                |       |
| Special Handling required eg. (DRY ICE, ICE PACK) _____                 |  |                          |                   |                                |       |
| Description of Item(s)<br>Being Shipped                                 |  | 1) _____                 |                   |                                |       |
|   |  | 2) _____                 |                   |                                |       |
|   |  | 3) _____                 |                   |                                |       |
| Unit of Measure ex., (ml,kg,g) _____                                    |  |                          |                   |                                |       |
| Commodity Weight _____  |  |                          |                   |                                |       |
| Country of Manufacture _____  |  |                          |                   |                                |       |
| Customs Value \$ _____  |  |                          |                   |                                |       |
| <b>*****DO NOT WRITE BELOW THIS AREA *****</b><br>(FOR OFFICE USE ONLY) |  |                          |                   |                                |       |
| Shipping Cost \$ _____  |  | _____                    |                   |                                |       |
| Tracking # _____  |  | _____                    |                   |                                |       |
| Notes: _____  |  |                          |                   |                                |       |