SHIPPING REQUEST INSTRUCTIONS

1. **Prepare your package**
   a. Box must be clear of old shipping labels
   b. Accurately measure and weight package (included in shipment charges)
   c. Regular shipping supplies can be found at Physics Main Office, C121

2. **Fill Out Shipment Request Form (Opposite Side):** Shipping information must be clear and accurate (you may email shipping address to front office)
   i. Where is this shipment going?
   ii. Where is this shipment coming from?
   iii. What are you shipping?
   iv. How valuable is your shipment?
   v. How would you like to ship?
   vi. When must your shipment arrive?
   vii. What budget are you using to pay for shipment? (*Shipments valued over $100 incur a 0.9% charge of total declared value. Ex: $1000 value = $9 charge*)

   b. **Choose Shipping Company**
      i. Domestic and Freight shipments, use **UPS**
      ii. International shipments, use **FedEx**
      iii. Special international shipments to smaller countries, use **DHL**

   c. Phone number is required for **ALL** shipments

3. **Return completed shipping form and package to Physics Main Office, C121**
   a. Signature approval is **required** by PI
      i. Email approval by PI to front office is also acceptable
   b. **UPS** packages must be received by 3:30 PM (pickup usually at 4:00pm, M-F)
   c. **FedEx** packages must be received by 2:00PM (pickup is scheduled)
   d. **DHL** packages must be dropped off
   e. Allow **extra time** for international shipments and Next Day/2-Day shipments
   f. Shipping label will be Created by Office Staff
   g. Tracking Number must be requested via email

4. **Avoid extra charges** (*Additional charges occur when shipments are not processed properly*):
   a. Have correct dimensions and weight (round up if necessary)
   b. Double check address is correct
   c. Indicate whether address is Residential
   d. Make sure recipient is able to accept the package
SHIPPING REQUEST FORM

Name: ________________________________________________ Today’s Date: __________________

Email: _______________________________________________________________________________

SHIPPER’S INFO:
P.I. Name: _______________________________ Signature: __________________________________

Email Address: _______________________________________________________________________

Phone #: _____________________________________________________________________________

Budget #: ___________________________ Project Code (if applicable): ________________________

RECIPIENT’S INFO:
Name: _______________________________________________________________________________

Company: ___________________________________________________________________________

Address: _____________________________________________________________________________

City: _______________________ State: _______________ Zip Code: _______________________

Country: ____________________________________________________________________________

Phone #: _____________________________________________________________________________

PACKAGE INFO:
Item: ______________________________________________________________________________

Weight: _______ Dimensions: L____ W____ H____ Value: $______ Insurance (Yes/No)? _____

SELECT SHIPPING SERVICE (special request for DHL only):
UPS: _________ Next Day _________ 2-Day _______ Ground ________ Freight

FedEx/DHL: _____International First ______ International Priority _____ International Economy

FOR OFFICE USE:
Date Received: __________ Time Received: _______________ UPS/FedEx/DHL: _______________

Shipment Label Created by: ___________________________________________________________