

Environmental Sciences FedEx Shipment Request

This form is required whenever EVSC personnel ship goods via FedEx. Complete the form and send as an e-mail PDF (or hand deliver) to Elizabeth Jackson (ej2h@virginia.edu) in the Administrative Office suite.

REQUESTOR INFORMATION

Name e-mail address

PTAO to charge PTAO approver (if not the requester, obtain PI digital signature)

PACKAGE INFORMATION

of Packages Package Weight Package Contents

Hazardous Materials - if yes, specify type Specific type of hazardous material
yes no

RECIPIENT / SENDER INFORMATION

Contact Name Company Name

Address

City State ZIP Code

E-mail Phone International Country

SHIPMENT INFORMATION

select one	select one	select one	Expected ship out date
Domestic	Express	Economy	<input type="text"/>
International	Ground	2 day	
	Freight	Overnight	

Is a shipment return label necessary? Expiration date for return label: you must provide an expiration date if the return label is necessary!

Yes No

SHIPMENT INSURANCE

Does the shipment need insurance?

Amount of shipment insurance (if necessary)

Yes

No

INTERNATIONAL SHIPMENTS ONLY

Please select an international shipment reason from drop-down list

Estimated Shipment Value

If international shipment reason is "other" describe below

Other shipment information