

# 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

**Select one**

**receiver**

**sender**

Contact Name

Company  
Name

Address

City

State

ZIP Code

E-mail

Phone

International Country

## SHIPMENT INFORMATION

select one

Domestic

International

select one

Express

Ground

Freight

select one

Economy

2 day

Overnight

Expected ship out  
date

Is a shipment return label  
necessary?

Yes

No

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

*Please complete page # 2*

## **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**