

Environmental Sciences FedEx Shipment Request

This form is required whenever EVSC personnel ship goods via FedEx. Complete the form and send in an e-mail to Laurie Hammond & Mandy Wyant (lth3p@virginia.edu & mlw7g@virginia.edu) in the Administrative Office suite.

REQUESTOR INFORMATION

Name

e-mail address

Worktags

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

If you choose Ground then do not select express saver, 2 day, or overnight

select one

Express saver

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