

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	

ADDITIONAL INFORMATION - INTERNATIONAL SHIPMENTS ONLY

Please select a shipment reason from drop-down list Estimated Value

If international shipment reason is "other" describe below