

# FedEx / UPS Shipment Information

<b>Name of Sender:</b>	
<b>Date of Shipment Request:</b>	
<b>Cost Center/Grant number to be charged:</b>	
<b>Ship with (circle one):</b>	<b>FedEx or UPS</b>
<b>Name of Recipient:</b>	
<b>Address of Recipient:</b>	
<b>Phone Number of Recipient:</b>	
<b>Email of Recipient (optional):</b>	
<b>Contents of Package:</b>	
<b><u>Dimensions of Package</u></b>	
Length:	
Width:	
Height:	
<b>Weight of Package:</b>	
<b>How much is the package worth?</b>	
<b>E-mail <u>SHIPMENT</u> Date &amp; Tracking # to:</b>	
<b>E-mail <u>DELIVERY</u> Date &amp; Tracking # to:</b>	
<b>Special Instructions:</b>	