

# SHIPPING REQUEST FORM

Date: \_\_\_\_\_

Payment: \_\_\_\_\_

Name: \_\_\_\_\_

Sender Dept. Acct. \_\_\_\_\_

Lab: Qi lab (445 Biotech)

Recipient Fed Ex or UPS Acct. # \_\_\_\_\_

Phone: 5-6169

Credit Card # \_\_\_\_\_

Personal:  Yes  No

Business Purpose: \_\_\_\_\_

Department:  Molecular Biology & Genetics  Nutritional Sciences  
 Biotechnology  
 CIBT  
 ICMB

Ship Via:  UPS ( Next Day,  Second Day,  Ground Service,  International)

Fed Ex ( Next Day Air (10:30 am),  Next Day Air (5:00 pm),  Second Day,  
 International Priority,  International Economy)

Airborne ( Next Day,  Noon,  5:00 pm,  Second Day)

Recipient Address: Name \_\_\_\_\_

Address \_\_\_\_\_ **\*\*(DO NOT USE P.O. BOX!!!)\*\***

Phone # \_\_\_\_\_

Declared dollar value of package: \_\_\_\_\_

Dry Ice:  Yes  No

If package contains dry ice, amount in kilograms \_\_\_\_\_

International Packages (this information must be filled out):

Full description of goods: \_\_\_\_\_

Unit of Measure (ml, oz., etc.) \_\_\_\_\_

# of units \_\_\_\_\_ Unit Dollar Value \_\_\_\_\_