**INSTAAR FedEx Shipment Request Form**

Please complete and **return to** [**instaaradmin@colorado.edu**](mailto:instaaradmin@colorado.edu)**.** A package label will be emailed to you to attach to your shipment. *Bring your labeled package to the SEEC dock for pickup*.

**Recipient Information:**

|  |  |
| --- | --- |
| Company/Organization (optional) | Contact Name: |
| Address: | |
| City, State, ZIP: | |
| Contact Phone: | Contact Email (optional): |

**Is this a residence?** Yes No

**Shipping Details (Circle one):**

First Overnight Priority Overnight Standard Overnight

2Day Express Saver Ground

**Packaging Details:**

FedEx Envelope FedEx Pak FedEx Box FedEx Tube Your Packaging

|  |
| --- |
| Weight (exact or best guess in pounds): |
| Package Dimensions in inches: |

**Schedule FedEx pickup at SEEC dock** **OR** **FedEx Kiosk drop-off**

\*Time window: \_\_\_\_\_\_\_\_\_\_\_

**Sender Information:**

|  |  |
| --- | --- |
| **Sender Name:** | **Speedtype:** |
| Organization Name: | **Justification:** |
| Address: | City, State, Zip |
| Phone: | Email: |

**Accounting Tech:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **PI:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_