**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*.

**PLEASE READ INSTRUCTIONS AT BOTTOM OF PAGE.**

**Recipient Information:** **Date when package needs to arrive:** \_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| Company/Organization (optional) | Contact Name: |
| Address: | |
| City, Province/State, Postal Code, Country: | |
| Contact Phone: | Contact Email and preferred language (optional): |

**Should recipient pay duties/taxes/fees?** Yes No

**Shipping details (Circle one):**

International First International Priority International Economy International Ground

**Packaging Details (Circle one):**

FedEx Envelope FedEx Pak FedEx Box FedEx Tube Your Packaging

|  |
| --- |
| Weight (exact or best guess in pounds): |
| Package Dimensions in inches: |
| ***Detailed*** description of contents & **Declared value** (hazmat, quantity, materials, intended use, etc.): |

**Sender Information:**

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

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