

INSTAAR FedEx Shipment Form

(International) Date _____



Please fill out and **return to Anne in SEEC. Room N202**, at which point she will print package labels to be attached to your shipment. **The SEEC East dock is where you will take your package to be picked up by FedEx.**

IMPORTANT: JUSTIFY SHIPMENT (i.e. testing of samples from CZO lab.)

Recipient Information:

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

Should recipient pay duties/taxes/fees?: Yes No Notify contact about ship delivery (if e-mail given)

Shipping time:

International First (2 business days to Europe)
 International Priority (1-3 business days)
 International Economy (2-5 business days)
 International Ground (Canada only, 2-7 business days)

Shipment:

FedEx Envelope
 FedEx Pak
 FedEx Box
 FedEx Tube

Weight (exact or best guess):	
Package Dimensions (if not using FedEx shipping supplies)	
Declared value (cannot be zero, for customs):	Carriage value (if over \$100 US, for FedEx liability):
Description of contents -What is it? How many are there? What is it made from? What is the intended use?	

Saturday delivery (add'l \$)

Sender:

Sender name:	Payment type (speedtype or FedEx account):
Sender E-mail (optional, for delivery confirmation):	
Additional e-mails for notification (optional):	

Account Tech. _____ PI _____

JUSTIFICATION _____ FedEx # _____