

INSTAAR FedEx Shipment Form

(International) Date _____



Please fill out the form and return to the INSTAAR front office, SEEC, room N202. Bring your package to the front office and they will put the label on the shipment. INSTAAR will take the shipment to the SEEC dock. INSTAAR will forward this information to campus Mailing Services who will pick up the package. **PLEASE READ INSTRUCTIONS AT BOTTOM OF PAGE.**

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)

date when package needs to arrive _____ Country of origin _____

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 # _____

Effective immediately all international shipments that require a commercial invoice (which is all international shipments except for documents) will be processed by campus Mailing Services. **If you are sending a complicated shipment to another country, please submit a detailed packing list to the INSTAAR Front office as much in advance as possible.** We will forward this to Mailing Services who will prepare the commercial invoice. **When your shipment is ready, please complete the usual INSTAAR shipping form, submit to the INSTAAR Front Office to process with Mailing Services.** They will ship via Federal Ex press as usual. Please be aware that CU does have an account by United Parcel Service (UPS) if that is a preferred carrier for whatever reason.

updated 9-17-2019