

GEORGIA SOUTHWESTERN STATE UNIVERSITY  
**Materials Management Shipping Form**

TYPE OF SERVICE (CHECK ONE)	UPS	FED-EX
Ground - standard		
Next Day Air		
2 Day Air		
Saturday		
International		

ACCOUNT                      FUND                      DEPT ID                      PRGM                      CLASS                      GRANT

DEPARTMENT ACCOUNT NUMBER (3-digit)

ACCOUNT NUMBER FOR third party billing

DEPARTMENT:

DEPARTMENT HEAD APPROVAL: (SIGNATURE) \_\_\_\_\_

E-MAIL ADDRESS FOR CONFIRMATION:

PACKAGE CONTENTS (PLEASE ITEMIZE INTERNATIONAL):

PACKAGE VALUE \$

INSURE FOR \$

SHIP TO: (Please print or type)

ATTENTION:

COMPANY NAME:

STREET ADDRESS( No Post Office Boxes):

SUITE

FLOOR

DEPT.

CITY

STATE

COUNTRY

PROVINCE

ZIP

TELEPHONE NUMBER:

(A MUST!!!)

MATERIALS MANAGEMENT USE ONLY  
 (DO NOT WRITE BELOW THIS LINE!)

ZONE: \_\_\_\_\_

WEIGHT: \_\_\_\_\_

LENGTH: \_\_\_\_\_

WIDTH: \_\_\_\_\_

HEIGHT: \_\_\_\_\_

<b>DEADLINE</b> for Shipping each day: (Deliver package/letter to Materials Management before time below)
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FED-EX ..... 10:00 a.m.

UPS ..... 2:00 p.m.

Items delivered after time above  
 will be sent out the next day!