

## MATERIALS MANAGEMENT SHIPPING FORM

Today's Date: \_\_\_\_\_

Type of Service (Please Select One)	Fed Ex / UPS	Resident (Yes or No)
Ground - Standard		
Next Day Air		
2 <sup>nd</sup> Day Air		
Saturday		
International		

Account: \_\_\_\_\_ Fund: \_\_\_\_\_ Dept. ID: \_\_\_\_\_ Program: \_\_\_\_\_ Class: \_\_\_\_\_ Grant: \_\_\_\_\_  
 Department Account # (3-digit): \_\_\_\_\_  
 Account # for Third-Party Billing: \_\_\_\_\_  
 Department: \_\_\_\_\_  
 Department Head Approval: \_\_\_\_\_  
 Email Address for Confirmation: \_\_\_\_\_  
 Package Contents (Please Itemize International): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Package Value: \$ \_\_\_\_\_ Insure for: \$ \_\_\_\_\_

### Ship To:

Attention: \_\_\_\_\_  
 Company Name: \_\_\_\_\_  
 Street Address (No Post Office Boxes): \_\_\_\_\_  
 \_\_\_\_\_  
 Suite: \_\_\_\_\_ Floor: \_\_\_\_\_ Dept.: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Country: \_\_\_\_\_  
 Province: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Telephone Number: (Required) \_\_\_\_\_

**Materials Management Use Only**  
 (Do Not Write Below This Line)

\_\_\_\_\_

Zone: \_\_\_\_\_  
 Weight: \_\_\_\_\_  
 Length: \_\_\_\_\_  
 Width: \_\_\_\_\_  
 Height: \_\_\_\_\_

**Deadline for Shipping each Day:**

Fed Ex / UPS Deadline: 10:30 a.m.  
 Items delivered after deadline will be sent out  
 the next business day.

**Office of Materials Management**